QMS® QDOC Bookletmaking System User's Guide

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1

Introduction

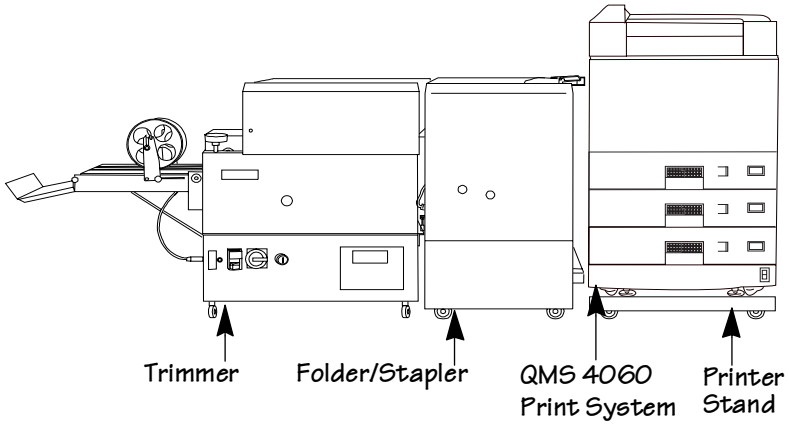
In This Chapter . . .

- “Introduction” on page 1-2
- "Standard Product Documentation" on page 1-5

Introduction

The QMS QDOC Bookletmaking System is a powerful high-speed, high-quality document management system, featuring advanced document printing and booklet production capabilities, and designed for use in multi-network and/or stand-alone environments.

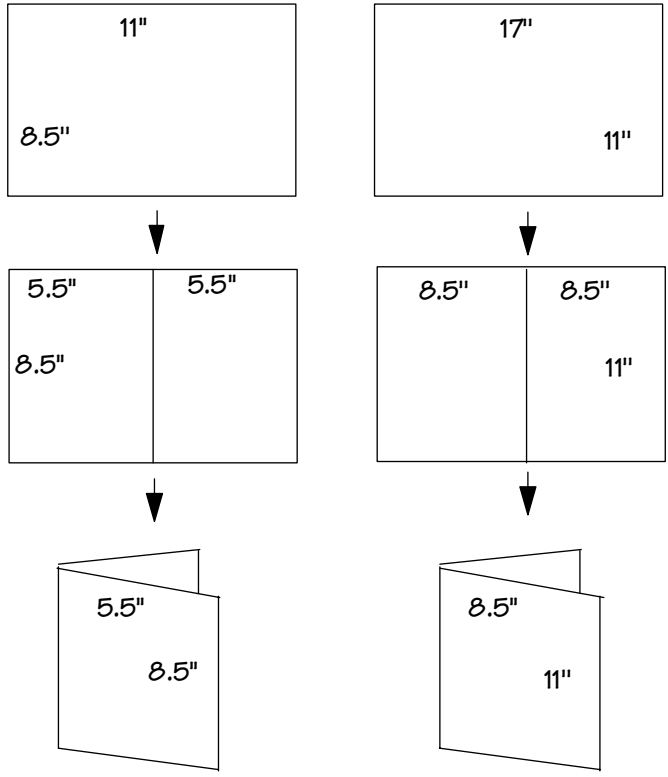
The QMS QDOC Bookletmaking System is comprised of three main units: the QMS 4060 Print System, booklet Folder/Stapler, and optional booklet Trimmer.



» **Note:** *A printer stand is also required to level the printer with the Folder/Stapler and Trimmer.*

Booklets

The QMS QDOC Bookletmaking System is capable of producing 5.5'' x 8.5'' or 8.5” x 11'' booklets. A 5.5'' x 8.5'' booklet is printed on 8.5'' x 11'' sheets, and an 8.5'' x 11'' booklet is printed on 11'' x 17'' sheets.



» **Note:** *For discussion of booklet terminology, refer to chapter 4, “Working with Booklets.”*

QMS 4060 Print System

The QMS 4060 Print System is a powerful, but easy-to-use 40 page-per-minute monochrome laser print system supporting duplex printing, print media in a variety of page sizes, and advanced paper handling and document finishing options. This unit is also capable of automatically sending documents to a special output tray for booklet finishing.

Folder/Stapler

The folding and stapling unit is capable of folding a set of 8.5" x 11" or 11" x 17" printed sheets into a booklet. This unit picks up the booklet-printed pages from QMS 4060, folds and staples the booklet and sends it to the Trimmer.

Trimmer

Depending on the number of sheets (usually 4 or more) in a booklet, the long edge of a booklet becomes jagged, preventing pages from being easily turned. This unit trims the long edge and sends the finished booklet to the conveyor, which collects the final booklets.

About the Documentation

The documentation provides a window into the many capabilities of your printer. The more familiar you are with the documentation, the easier it'll be for you to achieve the results you want from your printer.

This section gives you an idea of how we've organized information and which documents you'll probably refer to the most.

Standard Product Documentation

	QMS QDOC Bookletmaking System User's Guide	You're looking at this manual right now. The next section, "About This Manual," tells you what's included in this manual.
	QMS 4060 Print System Documentation (on the QMS 4060 Documentation CD-ROM)	This documentation includes the following manuals: ■ *4060 Print System Getting Started (also in hard copy)* ■ *QMS 4060 Print System Operation* ■ *QMS 4060 Print System Reference* ■ *QMS 4060 Print System Options*
	Related Documentation (on the QMS Software Utilities CD-ROM)	This documentation includes the following manuals: ■ *QMS Crown Remote Console User's Guide* ■ *QMS Crown Network Notes* ■ *QMS CrownNet Setup Guide* ■ *QMS CrownNet System Administrator's Guide* ■ *QMS Crown Document Option Commands* » **Note:** *Details on the contents of this documentation and other related QMS 4060 Print System documentation are provided in chapter 1 of the QMS 4060 Print System Getting Started manual.*

About This Manual

This manual contains information about the QMS QDOC Bookletmaking System. It is divided into the following sections:

1	**Introduction**	Provides an overview of the manual.
2	**Using the QDOC System**	Describes how to operate and use the QMS QDOC Bookletmaking System.
3	**Operation**	Provides information on changing booklet sizes, and on adding and replacing staples.
4	**Working with Booklets**	Provides booklet specifications and describes how to print a booklet and change booklet formats.
5	**Maintenance**	Provides the maintenance schedule and describes how to maintain the QMS QDOC Bookletmaking System.
6	**Troubleshooting**	Provides error message information and media jam prevention tips and explains how to locate and clear media jams.
7	**Options**	Describes how to install the stapler head blades.

A QMS Customer Support	Provides world-wide product sales and support telephone numbers and describes how to communicate with QMS through the QMS Bulletin Board, CompuServe, the Internet, and Q-FAX.
B Technical Specifications	Provide technical specifications for the QMS QDOC Bookletmaking System and lists available supplies and replacement parts.

Typographic Conventions

The following typographic conventions are used in this manual:

`Mixed-Case Courier`	Text you type, and messages and information displayed on the screen
`Mixed-Case Italic Courier`	Variable text you type; replace the italicized word(s) with information specific to your printer or computer
UPPERCASE COURIER	Information displayed in the printer message window
lowercase bold	PostScript operators and DOS commands
lowercase italic	Variable information in text
UPPERCASE	File and utility names
↵	Press the Enter key (PC) or Return key (Macintosh)
^	Press and hold down the Ctrl key (PC)

» **Note:** *Notes contain tips, extra information, or important information that deserves emphasis or reiteration.*

▲ **Caution:** *Cautions present information that you need to know to avoid equipment damage, process failure, or extreme annoyance.*

💣 **WARNING!** *Warnings indicate the possibility of personal injury if a specific procedure is not performed exactly as described in the manual.*

ACHTUNG! *Bitte halten Sie sich exakt an die im Handbuch beschriebene Vorgenhensweise, da sonst Verletzungsgefahr bestehen könnte.*

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2

Using the QDOC System

In This Chapter . . .

- “Introduction” on page 2-2
- “About the QMS 4060” on page 2-3
- “About the Folder/Stapler” on page 2-6
- “About the Trimmer” on page 2-11

Introduction

This chapter contains information on finding a good location for and using the QDOC Bookletmaking System.

» **Note:** *The QMS QDOC Bookletmaking System is not a user-installed system. It should be installed only by a QMS-authorized service technician.*

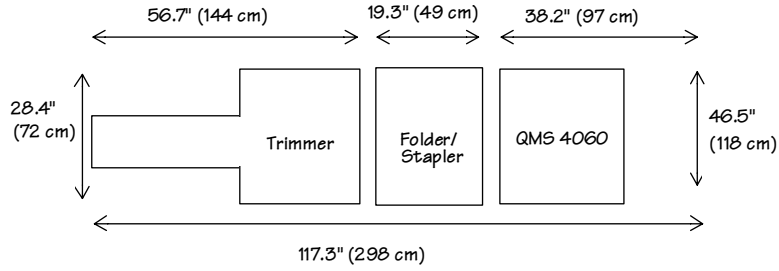
Finding a Good Location

Your QMS QDOC Bookletmaking System operates in any computing environment with the following requirements:

- In a dry, well-ventilated room.
- Away from cooling and heating sources, extreme temperature changes, direct sunlight, excessive dust, corrosive chemicals or vapors, water pipes, refrigerators, any strong electromagnetic fields (such as that created by an air conditioner), and excessive vibration. Don't connect it to the same electrical outlet as noise-generating equipment.
- In an area with temperature range of 59° - 86° F/15° - 30° C and a relative humidity range of 20% to 60% (optimal).
- On a hard, level surface capable of supporting 1224 lbs/555 kgs. Maximum height: QMS 4060 (44.0"/111.8 cm; this includes the platform height), Folder/Stapler (36.0" /91.4 cm), Trimmer (34.25"/87.0 cm).
- Close to an easily accessible power supply.

- With enough space as shown in the following diagram to
  —Allow adequate ventilation and easy servicing of the system
  —Prevent blockage of the air vents.

» **Note:** *This drawing shows the dimensions of the full QDOC Bookletmaking System. It is advised, however, to allow more space around the system for easy maintenance.*



Power Requirements

The QMS QDOC Bookletmaking System requires a properly grounded AC outlet with a rated line voltage of 110 VAC. Make sure that the capacity of the electrical outlet is at least 1.2 times that used by the QDOC system. Noise-generating equipment should not be connected to the same electrical outlet as the printer.

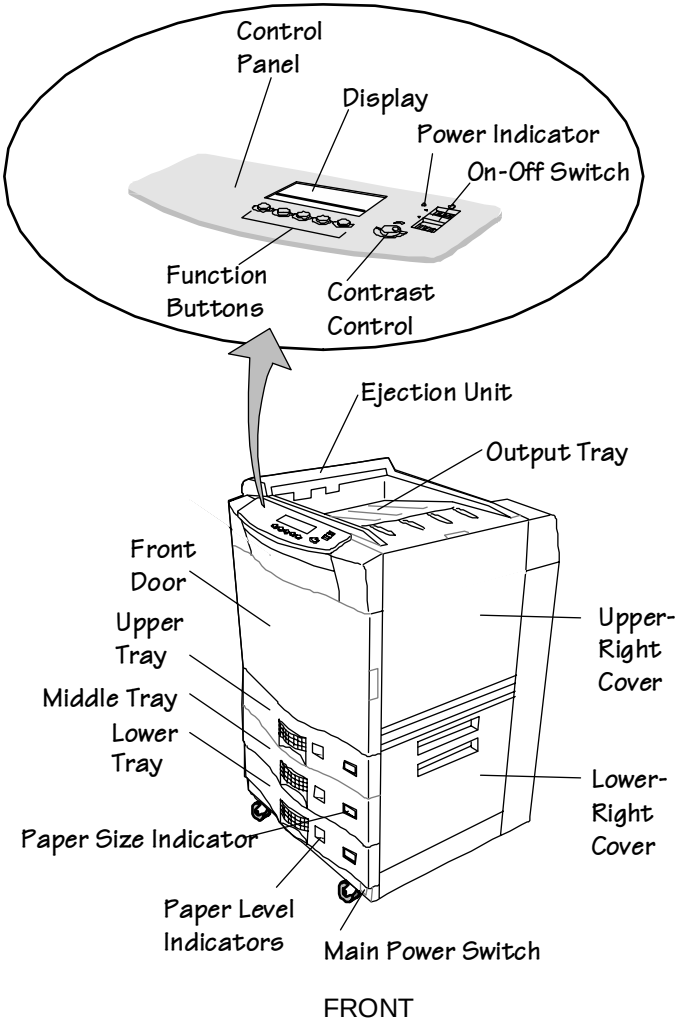
The recommended frequency is 50-60 Hz for a 110 V system. The frequency fluctuation is ±0.3 Hz.

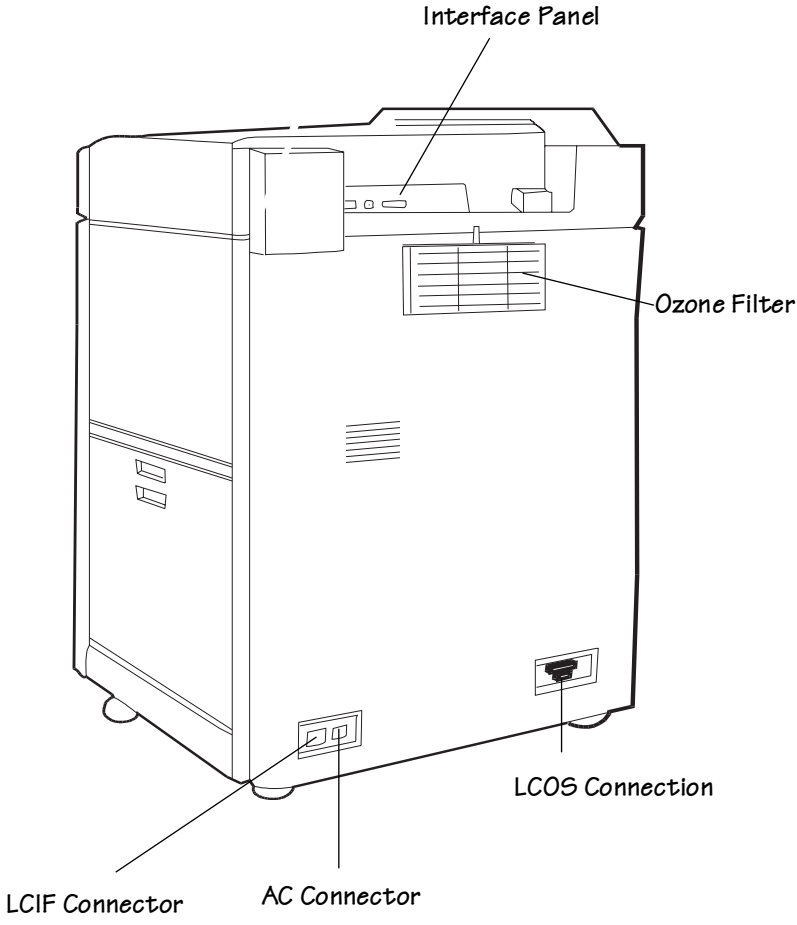
About the QMS 4060

The QMS 4060 Print System is the printing component of the QMS QDOC Bookletmaking System. It is equipped for direct attachment to the booklet finishing equipment: the Folder/Stapler and the Trimmer.

» **Note:** *See the QMS 4060 Print System documentation for complete information on setup, operation, and use of the print system.*

Use these illustrations to get acquainted with the external components of the QMS 4060.

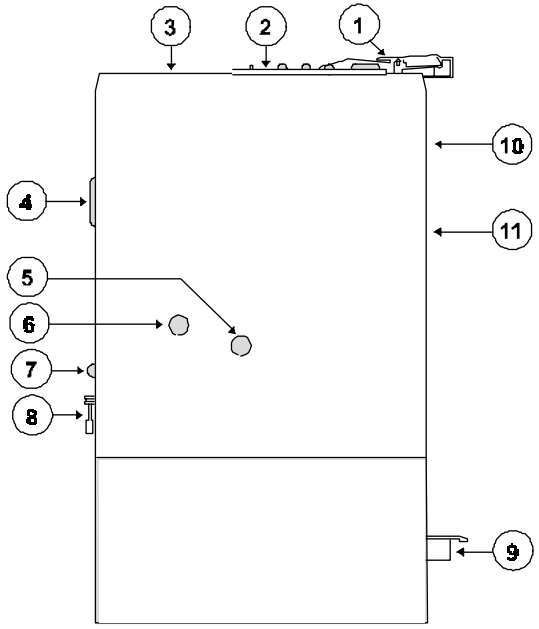



Interface Panel
Ozone Filter
LCOS Connection
LCIF Connector
AC Connector

REAR

About the Folder/Stapler

The folding and stapling components of the QMS QDOC Bookletmaking System are shown in the following Folder/Stapler illustration.



1 Paper input wedge
2 Control panel
3 Top cover
4 Serial connector
5 Service adjustment
6 Booklet sheet size
7 Power cord
8 Handle (to Trimmer)
9 Handle (to QMS 4060
10 Paper input module
11 Storage area

Safety Rules

- Do not remove protective coverings or casings because this could compromise safety.
- Staple documents that are made only of paper or cardboard.
- Make sure that the electrical cables do not have any kinks.

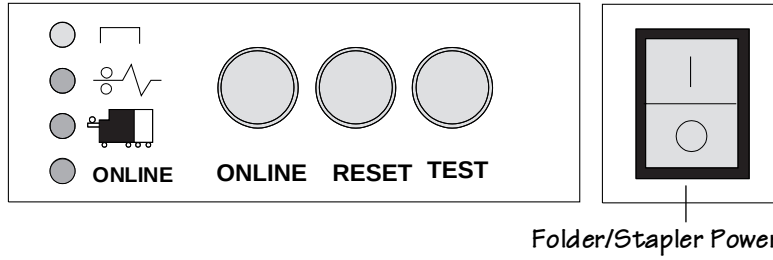
- Turn off the Folder/Stapler equipment and unplug the power cord before removing the unit from the QMS QDOC Bookletmaking System.
- Have all repairs on the QMS QDOC Bookletmaking System performed only by a QMS-authorized service technician.

Using the Control Panel

The control panel, located on the front of Folder/Stapler, displays the current status, including any condition that needs your attention.

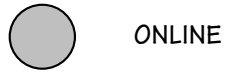
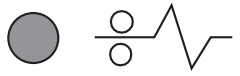
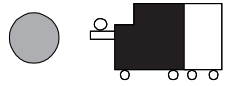
The Folder/Stapler control panel consists of the following parts:

- Four control panel indicators
- Three control panel keys
- One main power switch



Control Panel Indicators

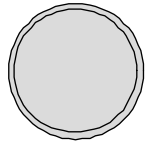
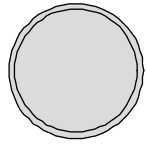
The four indicators display status information.

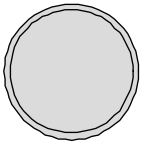
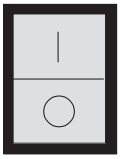
Symbol	Name	Function
	ONLINE	The green light is on when the Folder/ Stapler is placed on line. » **Note:** *In order to process the booklet pages printed by the QMS 4060, the Folder/Stapler must be on line.*
	Transport Jam	The red light is on when a media jam occurs. The Folder/ Stapler sends a transport jam error message to QMS 4060, which then stops printing.
	Media Jam	The red light is on when the Trimmer detects a media jam. The Trimmer then signals the Folder/ Stapler to halt until the media jam has been fixed.
	Staple Out	The red light is on when staples are out or jammed.

Control Panel Keys

The following control panel keys access Folder/Stapler options.

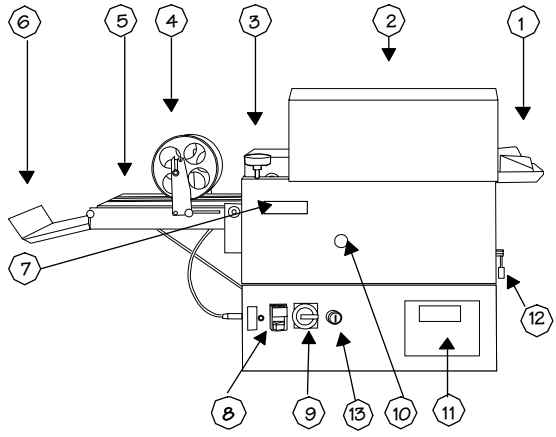
» **Note:** *The Reset and Test keys may be used only when the Folder/Stapler is off line. If they are activated while the Folder/Stapler is on line, they have no effect.*

Symbol	Name	Function
 ONLINE	Online	The OnLine key toggles the Folder/Stapler from on line to off line status. When the unit is on line, the green ONLINE light is on. » **Note:** *In the off line position, the Folder/Stapler cannot receive any signals from the QMS 4060.*
 RESET	Reset	The Reset key sets the Folder/Stapler to its default state. When an error occurs, press the Reset key to clear the error and place the Folder/Stapler back on line.

	Test	The Test key activates the folding and stapling mechanism only when sheets are present. It tests for proper folding and stapling of sheets that are fed through the Folder/Stapler.
	Power Switch	The power switch turns the Folder/ Stapler on and off. When the Folder/ Stapler is on, the | end of switch remains pressed, and when it is off, the | end of the switch sticks out.

About the Trimmer

The following illustration shows the trimmer's trimming and conveying components.



1 Booklet input
2 Top cover
3 Service wheel
4 Conveyor wheel
5 Conveyor
6 Booklet collector
7 Control panel
8 Service switches
9 Main power switch
10 Service adjustment
11 Waste paper tray
12 Handle (to Folder/ Stapler)
13 Reset button

Safety Rules

- Do not remove protective coverings or casings because this could compromise safety.

▲ **Caution:** *The Trimmer can be operated only with a closed protective cover and waste paper tray.*

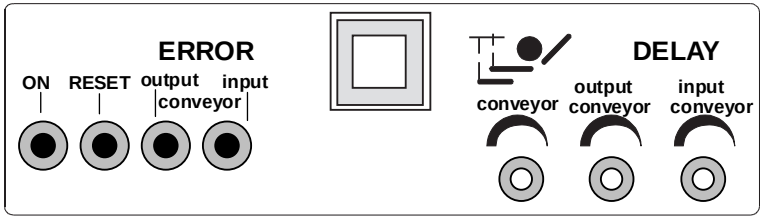
- Make sure that the electrical cables do not have any kinks.
- Turn off the Trimmer equipment and unplug the power cord before removing the unit from the QMS QDOC Bookletmaking System.
- Have all repairs on the QMS QDOC Bookletmaking System performed only by a QMS-authorized service technician.

Using the Control Panel

The control panel, located on the front of the Trimmer, displays the current status, including any condition that needs your attention.

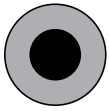
The Trimmer control panel consists of

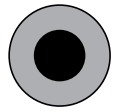
- Four control panel status indicators
- Four control panel keys



Control Panel Indicators

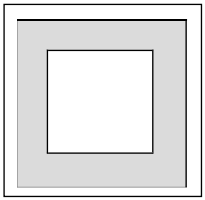
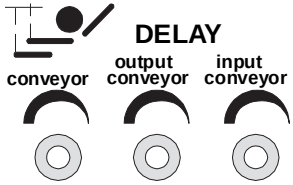
The four control panel indicators display status information.

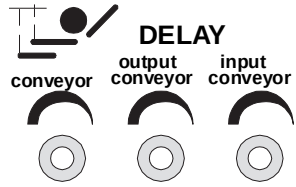
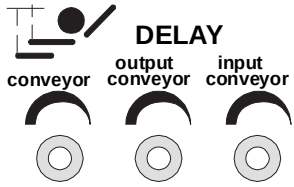
Symbol	Name	Function
ON 	On	The green On light comes on when the Trimmer is turned on. » **Note:** *In order to properly trim booklet pages printed by the QMS 4060, and then folded and stapled by the Folder/Stapler, the Trimmer must be on line.*

RESET 	Reset	The red reset indicator lights after the Reset key is pressed.
ERROR **output input conveyor**	Input Conveyor	The yellow input conveyor indicator lights when the Trimmer detects a media jam before the job has reached the trimming knife.
	Output Conveyor	The yellow output conveyor indicator lights when the Trimmer detects a media jam after the job has gone past the trimming knife.

Control Panel Keys

The following control panel keys access the Trimmer options.

Symbol	Name	Function
 RESET	Reset	The Reset key sets the Trimmer to its default state. When an error occurs, press the Reset key to clear the error and return the Trimmer to its default state.
	Conveyor	The conveyor knob adjusts the Trimmer for the overlap of a finished booklet. Turning the conveyor knob clockwise decreases overlap, and turning it counterclockwise increases overlap.

	Output Conveyor	The output conveyor knob adjusts the Trimmer so that the folded side of a booklet comes at rest against the stopper. Turning the output conveyor knob clockwise decreases the number of times the belt rotates after passing the photo detector, and turning it counterclockwise increases the belt rotation.
	Input Conveyor	The input conveyor knob adjusts the Trimmer so that the folded side of the booklet is positioned directly underneath the pressure bar. Turning the input conveyor knob clockwise decreases the number of times the belt rotates after passing the photo detector, and turning it counterclockwise increases the belt rotation.

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3

Operation

In This Chapter . . .

- “Introduction” on page 3-2
- “Operating the Folder/Stapler” on page 3-2
- “Operating the Trimmer” on page 3-11

Introduction

The QMS QDOC Bookletmaking System prints, folds, staples, and trims finished booklets up to 80 pages. This chapter provides information about operating the Folder/Stapler and the Trimmer.

Operating the Folder/Stapler

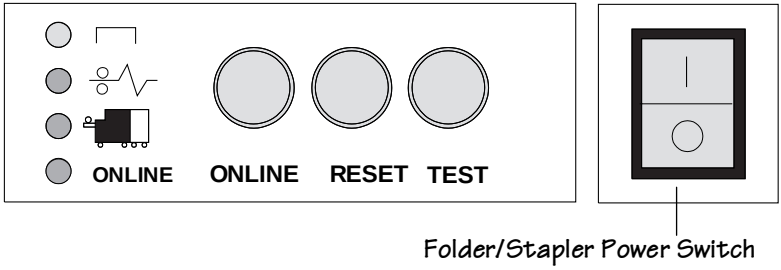
This section describes the Folder/Stapler operations you will do frequently, including turning on and off the Folder/Stapler, loading staples, and replacing the stapler head blades.

Turning on the Folder/Stapler

Use the following procedure to turn on the Folder/Stapler.

▲ **Caution:** *Before turning on Folder/Stapler, make sure that the power cord is properly connected to a grounded outlet.*

1 Locate the power switch on the right-hand side of the Folder/Stapler control panel.



2 Press it to the | position.

Turning off the Folder/Stapler

Use the following procedure to turn off and unplug the Folder/Stapler:

1 **Wait for all pages of the current job to be processed.**

2 **Press the Online key on the Folder/Stapler control panel to place the Folder/Stapler off line.**

3 **Press the power switch to the O position to turn off the Folder/Stapler and then unplug the power cord.**

About Staples

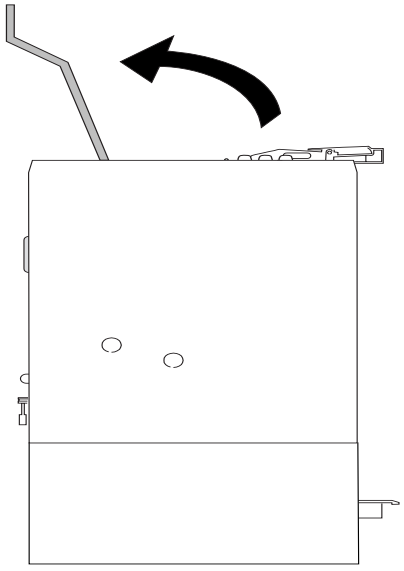
The QMS QDOC System automatically staples booklets. The stapling occurs in the Folder/Stapler unit, which comes standard with 2 stapler heads (although it can be operated with 4 stapler heads); each head accepts 210 staples. See appendix B, “Technical Specification,” for staple and stapler head specifications. Contact your QMS vendor for information on ordering staples and additional staple heads. See appendix A, “QMS Customer Support,” for a list of locations and telephone numbers.

Loading Staples

Use the following instructions to load new staples.

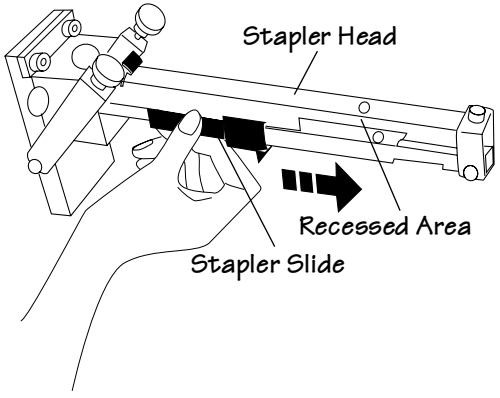
» **Note:** *Handle the staple boxes with care. When one or more stapler heads detect an out-of-staple condition, the staple-out indicator on the Folder/Stapler control panel lights. QMS recommends that when an out-of-staple condition occurs, you insert a new (unbroken) unit of 210 staples into each stapler head. This prevents possible stapler jams and other out-of-staple conditions.*

1 Open the top cover, and locate the stapler heads.

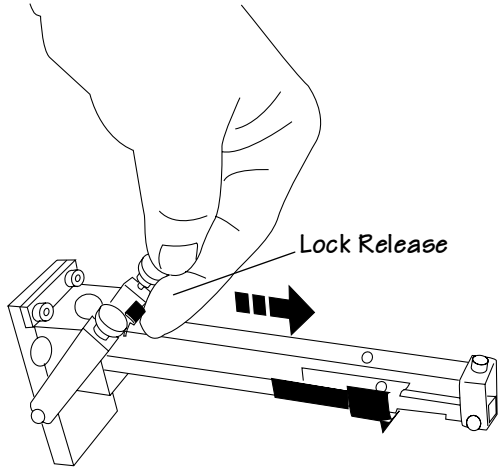


Folder/Stapler

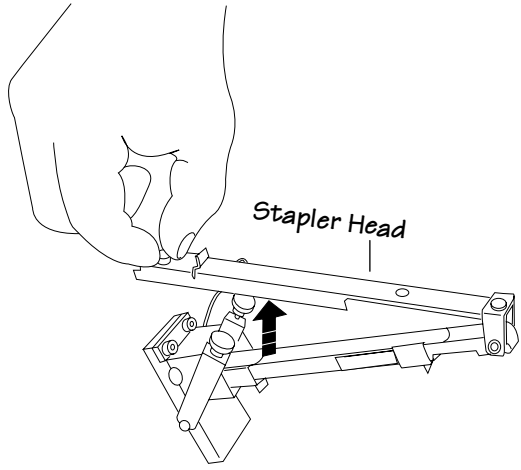
2 With your index finger and thumb, pull back on the underside of the stapler slide until it is in the forward locked position in the recessed area beneath the stapler head cover.



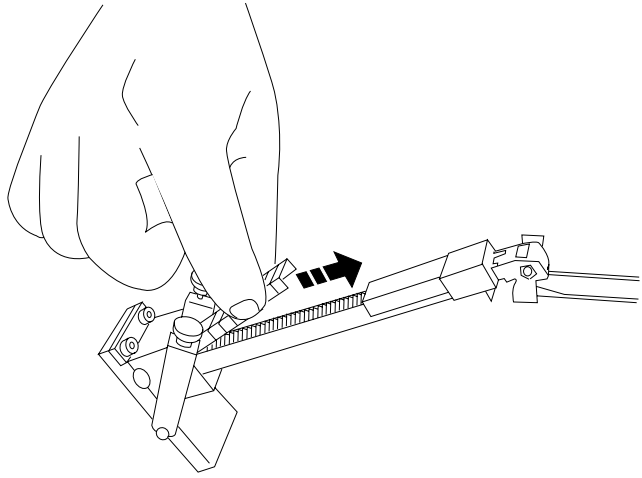
3 Using your finger, unlock the staple head cover by pulling back on the lock release.



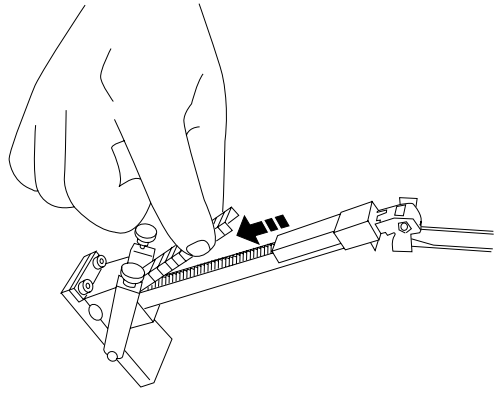
4 Lift up to open the stapler head cover.



5 Remove any of the old staples remaining in the stapler head.

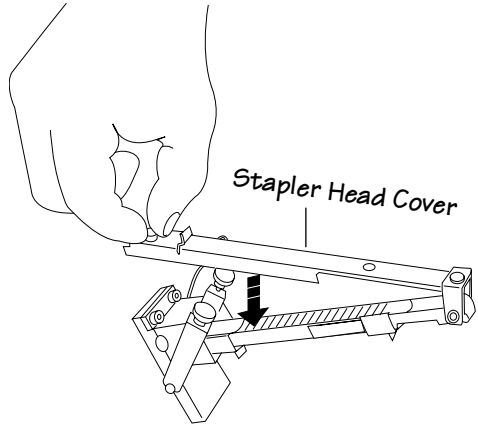


6 Insert a new unit of 210 staples.

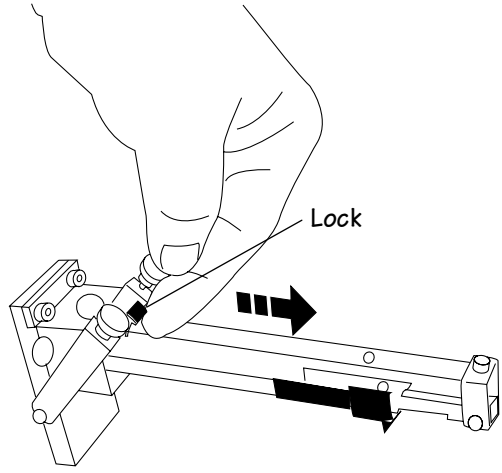


» **Note:** *Be careful that the unit of staples is placed in the stapler head correctly so that the staple unit can be shifted up or down without obstruction after the new staples are added.*

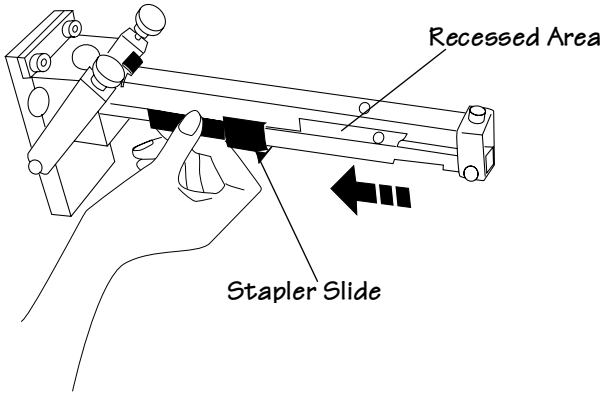
7 Push down to close the stapler head cover.



8 Using your finger, push back on the lock release to lock the stapler head into position.



9 With the index finger and thumb, push the stapler slide down until it clears the recessed area, and gently slide it back to the unlocked position.



▲ **Caution:** *Do not let the stapler slide retract to the unlocked position too quickly because it could damage the staple stick.*

10 Close the top cover.

11 Press the Online key once to place Folder/Stapler back on line.

The red Staple Out indicator goes off, and the green Online indicator comes on.

Replacing a Stapler Head Blad e

This procedure describes how to replace a stapler head blade. The front side of the blade contains an identification mark. If you look at the blade from its side, the tip is pointed. Always make sure that the blade is properly positioned.

» **Note:** *Replace the stapler head blade as needed. There is no set or recommended time frame or interval for replacement. Keeping the stapler head clean prolongs blade life.*

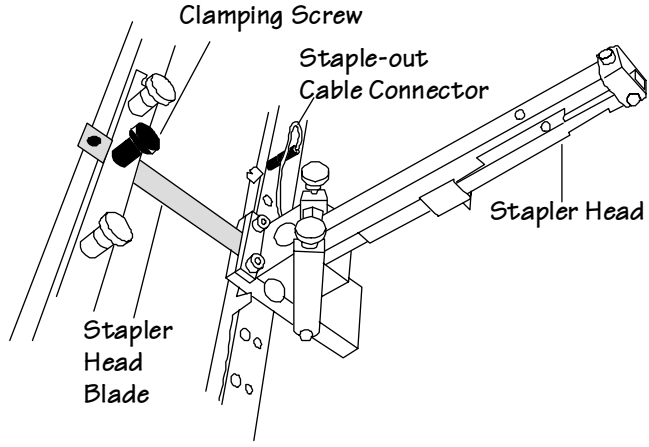
Use the following procedure to replace the blade.

WARNING! *To prevent personal injury, always turn off the Folder/ Stapler before cleaning it or replacing parts.*

ACHTUNG! *Um Verletzungen zu vermeiden, Schalten Sie den Falz-/ Heftsystem immer aus, bevor sie ihn reinigen oder teile ersetzen.*

1 **Before replacing the stapler head blade, remove the staples.**

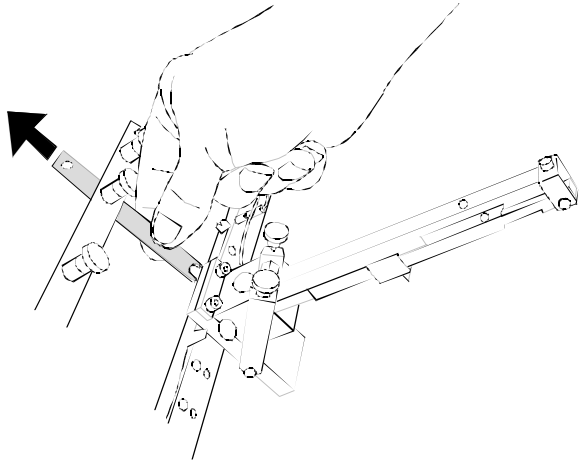
2 **Locate the stapler head and stapler head blade.**



3 **Partially unscrew the stapler head blade clamping screw.**

▲ **Caution:** *Do not remove the stapler head clamping screw.*

4 Carefully remove the stapler head blade by lifting it up and out over the notch.



5 Insert the new blade in position until it clicks into place over the notch.

▲ **Caution***: Take care not to damage the stapler head.*

6 Tighten the stapler head blade clamping screw.

The blade should still be able to move slightly.

7 Load a new unit of staples.

See “Loading Staples” on page 3-3 for details on how to load staples.

Operating the Trimmer

This section describes the Trimmer operations you will do frequently, including turning on and off the Trimmer and emptying the waste paper tray.

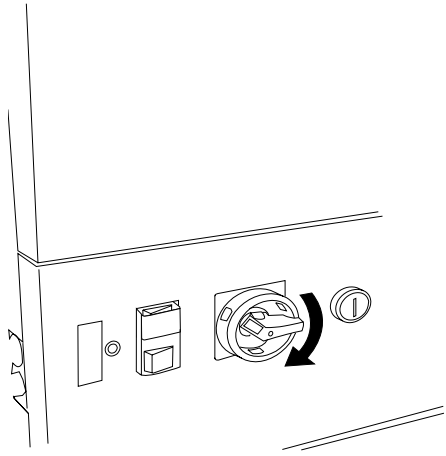
Turning on the Trimmer

Use the following procedure to turn on the Trimmer.

▲ **Caution:** *Before turning on the Trimmer, make sure that the power cord is properly connected to a grounded outlet.*

1 **Locate the power knob on the lower left-hand side of the Trimmer.**

2 **Turn the knob clockwise.**



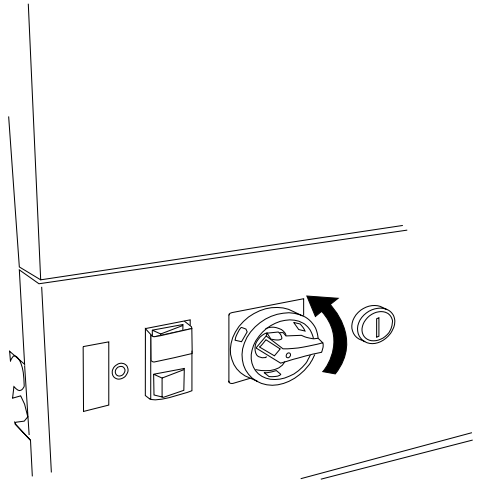
The On indicator on the control panel lights up.

Turning off the Trimmer

Use the following procedure to turn off and unplug the Trimmer:

1 **Wait for all pages of the current job to be processed.**

2 **Turn the power knob counterclockwise.**

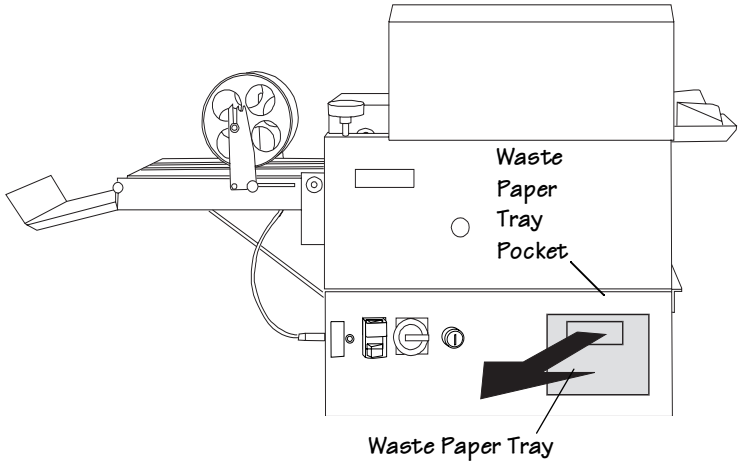


The On indicator on the control panel goes out.

Emptying the Waste Paper Tray

The waste paper tray is located on the lower right-hand side of the Trimmer. Use the following procedure to empty the waste paper tray:

1 Insert your hand in the waste paper tray pocket.



2 Pull the tray out.

3 Empty the tray.

4 Reinsert the tray.

» **Note:** *The Trimmer will not operate if the waste paper tray is not completely inserted.*

5 Push the Reset button.

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4

Working With Booklets

In This Chapter . . .

- “Introduction” on page 4-2
- “Booklet Terminology” on page 4-2
- “Booklet Thickness” on page 4-5
- “Changing Booklet Format” on page 4-7
- “Adjusting the Trimmer” on page 4-32

Introduction

This chapter provides booklet terminology, explains how to set booklet mode, and describes how to print a booklet. Also, it describes the adjustments required when changing from one booklet format to another.

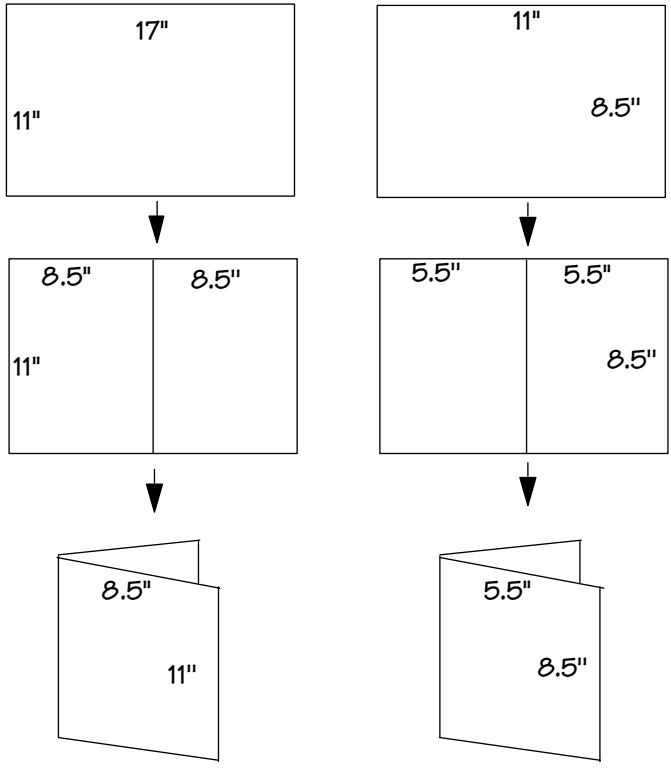
Booklet Terminology

Booklet

A booklet is composed of a number of folded sheets of paper. Throughout this documentation we refer to an unbound printed publication (of certain size restrictions) with a paper cover as a booklet.

Printing a Booklet

The QMS QDOC Bookletmaking System is capable of producing 5.5'' x 8.5'' or 8.5” x 11'' booklets. A 5.5'' x 8.5'' booklet is printed on 8.5'' x 11'' sheets, and an 8.5'' x 11'' booklet is printed on 11'' x 17'' sheets.



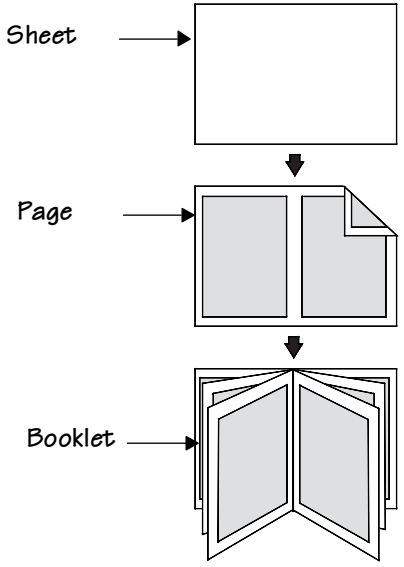
» **Note:** *The QMS QDOC Bookletmaking System has size limitations to prevent media jams and possible damage to the system. If you send a print job of more than 80 pages of* 20 lb paper (75 g/m^2) *to the QMS QDOC Bookletmaking System while it's in booklet mode, the system goes into a “wait state” and displays an error message* `SIZE >MAX in the QMS 4060 message window`*. You must manually delete the print job from the print queue using the Cancel key on the QMS 4060 control panel to return the system to an active state.*

Sheet

A sheet is physical. It is an unfolded piece of paper of any format, either printed or not.

Page

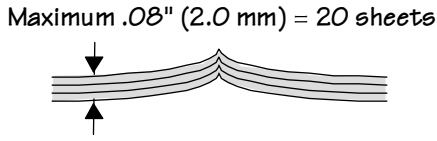
A page is logical. A sheet can contain more than one logical page. One folded sheet in a booklet has two pages (that are not necessarily adjacent). There are four pages on each sheet (duplex printed).



Booklet Thickness

The QMS QDOC Bookletmaking System automatically prints and finishes 8.5"x11" and 11"x17" media into booklets that are one-half the size of the media used. The number of sheets in a booklet depends upon the thickness of the paper. A booklet can be up to a maximum of 20 sheets of 20 lb paper (75 g/m^2), which means that the QMS QDOC Bookletmaking System can produce booklets with up to a maximum of 80 pages.

The total thickness of the cover sheet and the inner sheets should not be greater than .08" (2.0 mm).



Always use the caliper values in the “Booklet Media Specifications” section of appendix B to estimate the maximum number of pages than can be used for your booklet. The weight of paper affects the number of sheets that can be used; therefore, if a heavier paper is used, you may not be able to print, fold, and staple 20 sheets.

For example, suppose you want to print a cover sheet on 50 lb (135 g/m^2) cover stock (antique). From the media specifications this has a thickness of .0065 inches. If you subtract this from .08" (the maximum booklet thickness allowed), you are left with .0735" for the inner sheets. Now if you want to use 24 lb (90 g/m^2) bond paper, this has a thickness of .004." To determine the maximum number of sheets that you can use in the booklet, divide .0735" by .004" to obtain 18.375. After rounding down, you have a maximum of 20 sheets. Therefore, your booklet would consist of 1 cover sheet of 50 lb cover stock and 20 sheets of 24 lb bond stock.

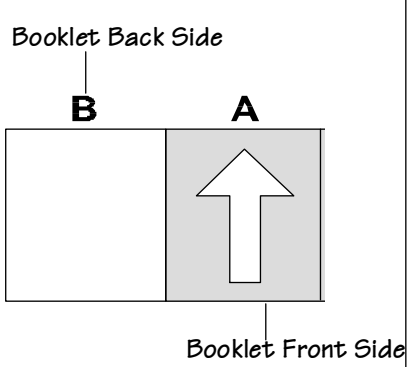
Booklet Cover Sheet

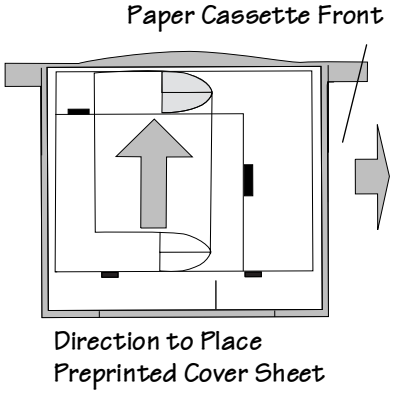
In many cases, booklets require special cover sheets, either printed in full color and/or on a different quality paper stock. QMS recommends

that the booklet cover be printed from one of the three QMS 4060 Print System inputbins (trays). See the “Booklet Media Specifications” section of appendix B, “Technical Specifications,” for cover sheet media specifications.

Positioning Pre-Printed Cover Sheets

When using preprinted cover sheets, the correct position in the paper input cassettes of the QMS 4060 Print System unit is essential. The cover sheet is always printed last, with the cover-side facing up as it exits the QMS 4060 Print System.





Booklet Inner Sheet s

Any of the three standard trays can be used.

The inputbin from which you print the inner sheets of your booklet depends on the size media you’re using:

- 11"x17" —If you’re printing on 11"x17" paper, you can use the standard tray on any of the three standard inputbins (upper, middle or lower).
- 8.5"x11" —If you’re printing on 8.5"x11" paper, you must use the Custom 3 tray and set it up for short-edge feed. The Custom 3 tray can be used on any of the three standard inputbins.

1. **In the printer's Administration/Engine/Feed Option/Letter Feed configuration menu choose Short Edge.**
2. **In the printer's Operator Control/Custom Inputbin/*location* menu (where *location* is the inputbin in which the 8.5"x11" paper is loaded: Upper, Middle, Lower), choose Letter.**

Changing Booklet Format

When changing booklet format from 8.5"x11" to 11"x17" paper, you must do the following:

- Configure the printer to use the correct paper size
- Adjust the Folder/Stapler
- Adjust the Trimmer
- Configure the printer to create booklets

Configuring the Printer to Use the Correct Paper Size

You must decide what paper size and weight and how many sheets you will be using. Refer to the "Paper Weight Conversion Chart" and the "Average Caliper Bulking Chart" in appendix B, "Technical Specifications," to determine exactly what will be used.

11" x 17" Paper

If you will be creating 8.5" x 11" booklets, use the following procedures to load 11" x 17" paper into the input tray:

- Set the correct paper size for the tray (if necessary) and paper size indicator
- Set up the paper size indicator
- Load paper in the tray

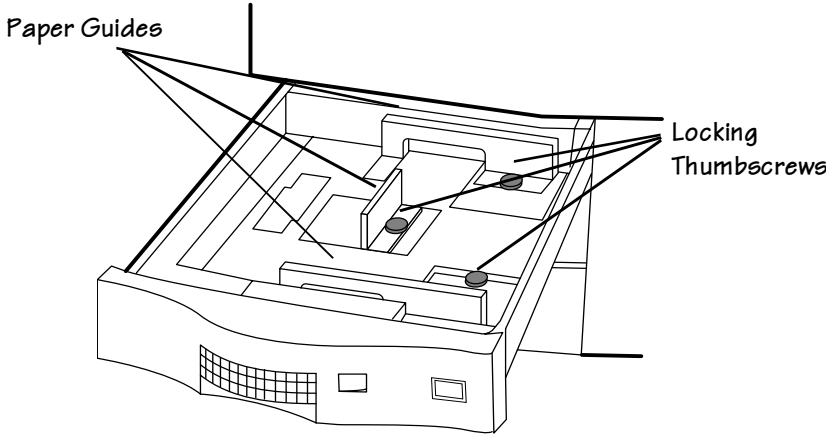
» **Note:** *Ensure that the tray size matches the paper size (for example, letter paper must be loaded only when the tray is set to letter size). Since the paper tray sends a paper size signal to the printer controller, using a wrong size paper will cause jamming or the image positioned incorrectly on the page.*

Set the Paper Size for a Paper Tray

» **Note:** *All three paper trays are set up for letter-size printing from the factory. If you need to configure the trays for any other paper size, then follow this procedure.*

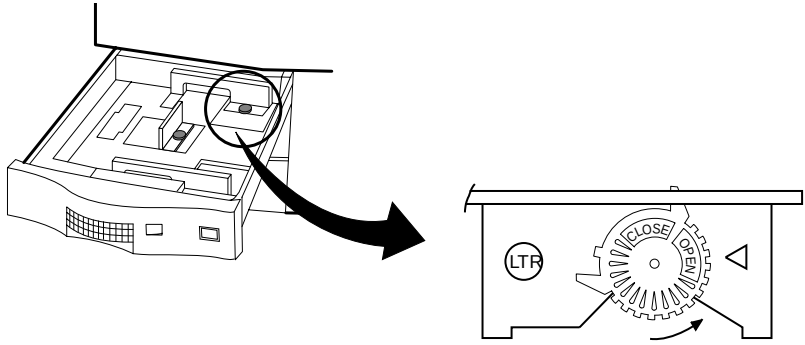
1 **Open the tray whose paper size you want to change.**

2 **Locate the blue locking thumbscrews in the paper tray.**



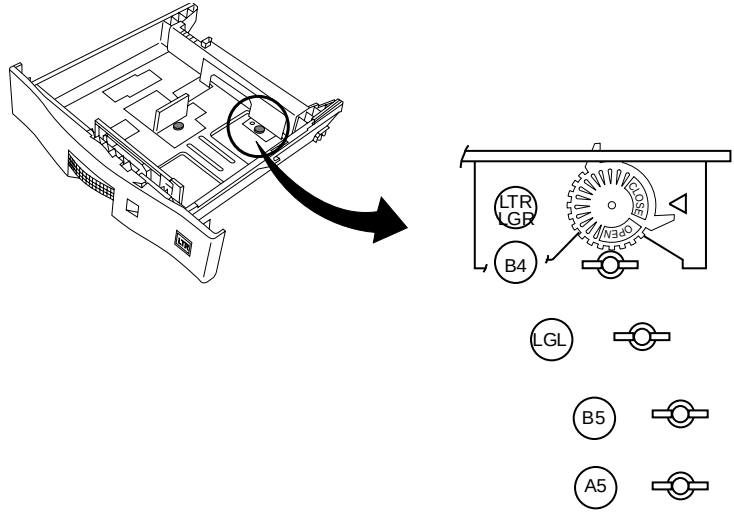
3 **Turn the thumbscrew counter-clockwise to unlock one of the paper size guides.**

You should be able to lift up and remove the paper size guide after unlocking it.

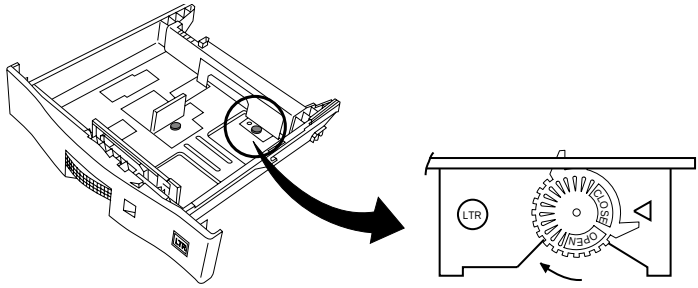


4 Move the paper size guide to the appropriate slots to align it with the paper size marker.

You will be able to read the paper size (A3/A4, LTR/LGR, LEG, EX, B4, B5) in the small alignment holes built into the paper guide.



5 Turn the dial clockwise to lock the paper size guide.

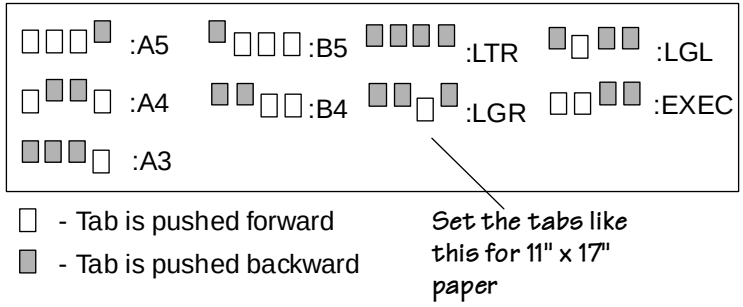


6 Repeat steps 1-6 for the other two paper size guides.

» **Note:** *If you are setting up the tray for 11"x17" (ledger), the left paper guide is stored in a slot near the front section of the tray.*

7 Set up the tray paper size tabs on the rear of the paper tray.

Use the following chart for reference or the label attached to the paper tray.

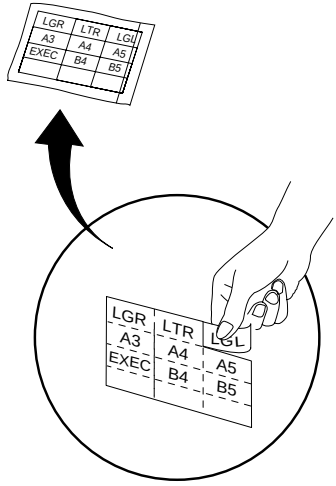


8 If you will be printing the booklet covers on a different color or weight of media, repeat steps 1-7 for a second paper tray.

Setting Up the Paper Size Indicator

1 Open the plastic bag in the QMS 4060 starter kit containing the paper-size cards.

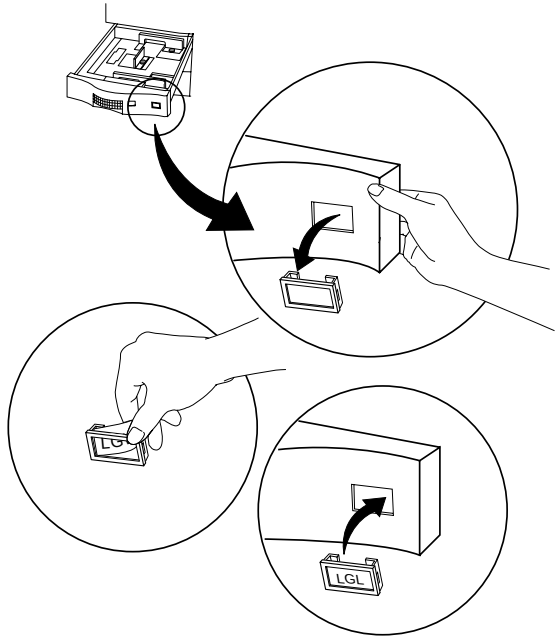
2 Break off the label that indicates the correct paper size for each tray.



3 Pull out each tray and push out the paper-size holder.

4 Place the paper-size label in the paper-size holder of each tray.

5 Replace the paper-size holders.



Load Paper in the Tray

1 Unwrap the paper on which you will be printing the inner sheets of the booklet. Note which side the arrow points to.

» **Note:** *Paper is packed in reams of 500 sheets. Do not unpack the paper above the printer as this might cause particles to fall into the printer components. Note the arrows on the wrapper. They show print side of the paper.*

2 Remove the top and bottom sheets.

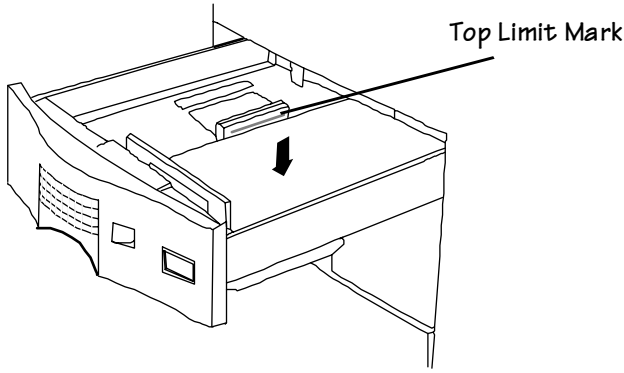
The top and bottom sheets sometimes have residual glue buildup that could cause the printer damage.

3 Place a stack of paper in the tray with the print side facing down.

The print side is usually indicated by an arrow on the paper wrapper.

▲ **Caution:** *If paper is not loaded with the print side down, the paper may jam or have excessive curl.*

4 Ensure that the paper stack lies flat and does not exceed the top limit mark.

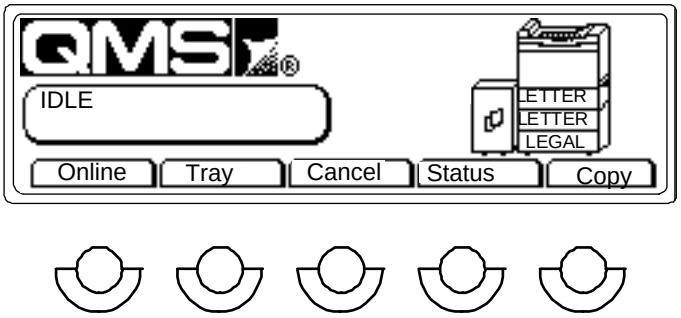


▲ **Caution:** *Never mix the types of paper loaded in a tray. This could result in multiple sheet feeds and other paper handling problems.*

5 If the paper doesn't fit properly in the tray recheck your paper guides to make sure they are in the proper position.

6 Close the tray.

7 Check the display panel graphic for the correct paper size for each tray.



8 If you will be printing the booklet covers on a different color or weight of media, repeat steps 1-7 for that media.

Letter, 8 1/2" x 11" Paper

If you are creating 8.5" x 5.5" booklets, use the following procedures to load 8.5" x 11" paper into the custom tray:

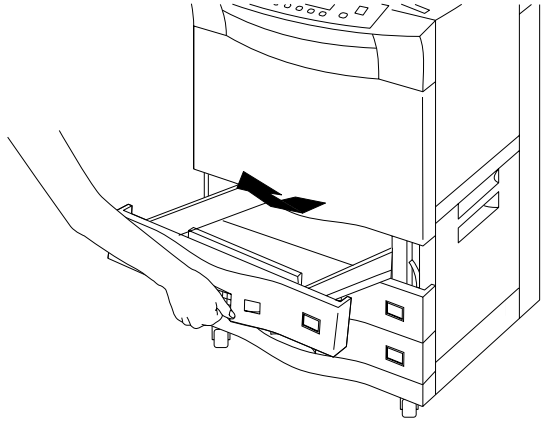
- Install the custom tray
- Set up 8.5" x 11" short-edge feed

Installing the Custom Tray

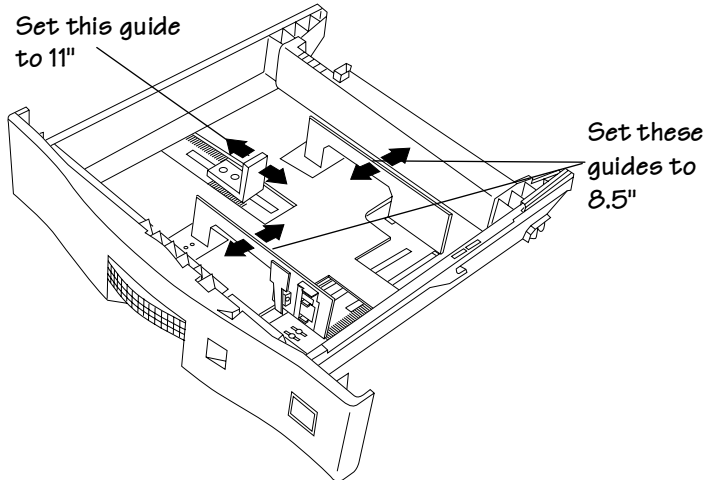
1 Pull out the standard tray until it stops.

» **Note:** *The custom tray can be installed in any of the three standard tray positions—upper, middle, or lower. The printer can support up to three custom trays.*

2 Lift up and remove the tray.



3 Slide the paper guides to fit short-edge feed 8.5" x 11" paper.



4 Place your 8.5" x 11" short-edge feed media in the custom tray.

The height of the media stack should not exceed the top limit mark on the paper guides.

Set up 8.5" x 11" Short-Edge Feed

1 **Set up the tray media size tabs on the rear of the custom tray. Use the following setting for 8.5" x 11" short-edge feed.**

Tab is pushed forward

Tab is pushed backward

2 **Insert the tray into the printer.**

3 **Access the Operator Control/Custom Inputbin/*location* (where *Location* is the inputbin in which the 8.5" x 11" paper is loaded: Upper, Middle, Lower), configuration menu and choose Letter.**

▲ **Caution:** *If you do not set up the paper size in the Operator Control/Custom Input bins menu, the printer could select an incorrect paper size and your image will not be positioned correctly on the page.*

4 **In the Administration menu/Engine/Feed Option/Letter Feed/ configuration menu choose Short-Edge.**

Adjusting the Folder/Stapler

If you change the paper format from 8.5" x 11" to 11" x 17" or vice versa on QMS 4060 Print System, then you must also make the following adjustments to the Folder/Stapler:

- Exchange the tractor and paper input modules
- Adjust the side tab
- Adjust the booklet sheet size
- Adjust the stapler head position (if desired)

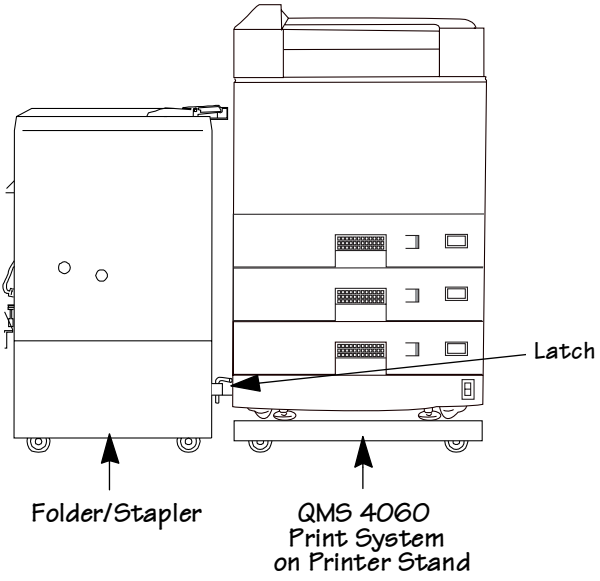
Exchanging Tractor and Paper Input Modules

The Folder/Stapler comes standard with two paper input modules and two tractor modules (one of each type module for both the 8.5" x 5.5" booklet [8.5" x 11" sheet] and the 8.5" x 11" booklet [11" x 17" sheet]).

WARNING! *The QMS 4060 Print System, Folder/Stapler, and Trimmer are connected with electrical cables. Make sure all of the cables are unplugged before moving one or more of these units.*

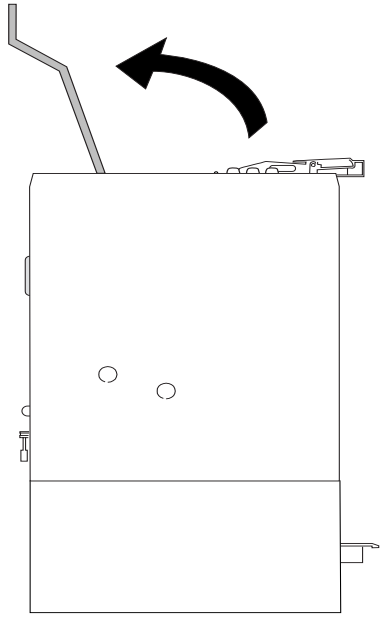
ACHTUNG! *Das QMS 4060 Print System, Falz-/Heftsystem und der Trimmer sind durch Kabel verbunden. Vergewissern Sie sich, daá alle Kabel abgezogen sind, bevor Sie die Geräte verschieben.*

1 **Pull the latch located between the two units (mechanical connection to QMS 4060 Print System denoted by arrow) and roll QMS 4060 Print System aside.**

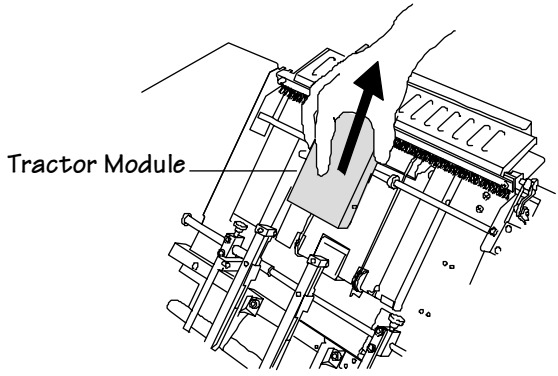


» **Note:** *The QMS 4060 Print System, Folder/Stapler, and Trimmer are all equipped with wheels.*

2 Open the top cover of the Folder/Stapler.



3 Locate the tractor module, and remove it by lifting it upwards.

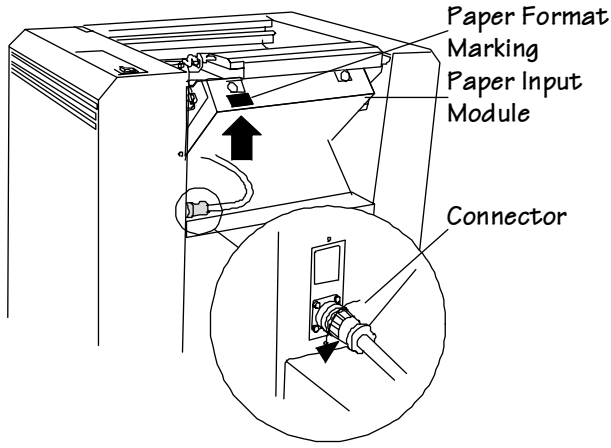


» **Note:** *The 8.5 x 11 tractor module is larger than the 11 x 17 tractor module.*

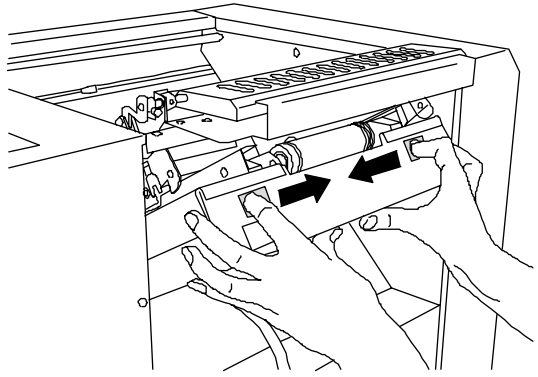
4 Locate the paper input module.

The paper input module is located on the right-hand side of Folder/Stapler, below the paper input wedge. The paper format is clearly visible on the paper input module.

5 Unplug the connector by turning it counterclockwise.

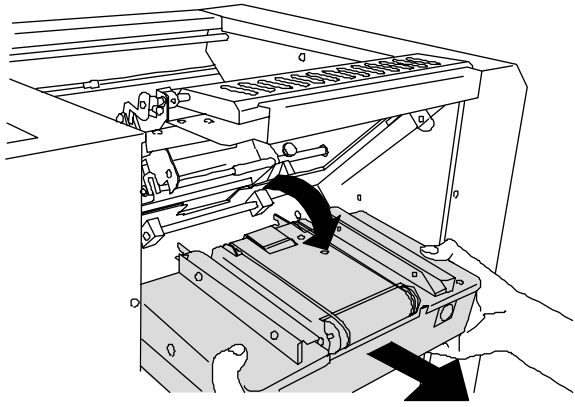


6 Release the paper input module by pressing down and towards the center of the module on both latches.

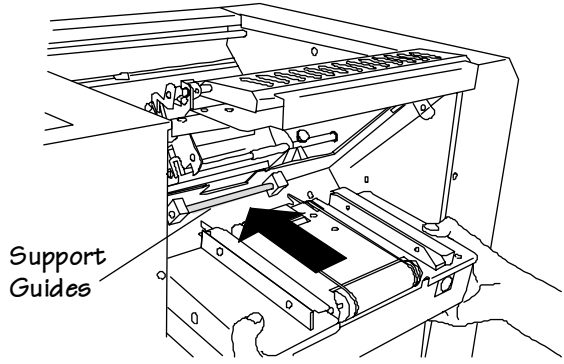


▲ **Caution:** *Be careful not to drop the module. Support it with your hands.*

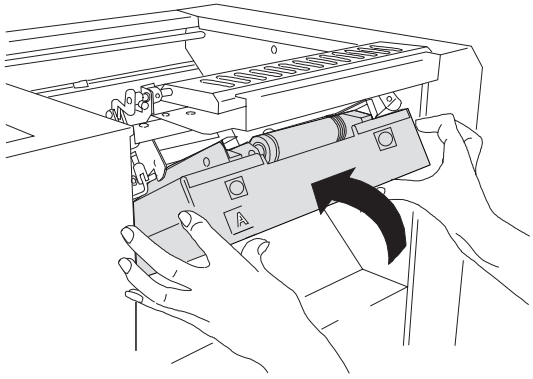
7 Carefully, lower the paper input module, then remove it from Folder/Stapler.



8 Position the support guides of the other paper input module onto the shaft.

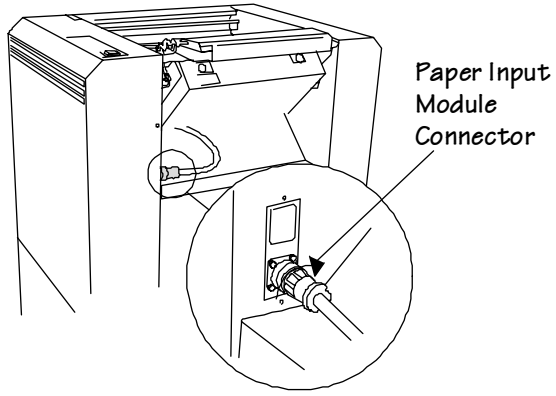


9 **Lift the paper input module up, until it firmly locks into position.**

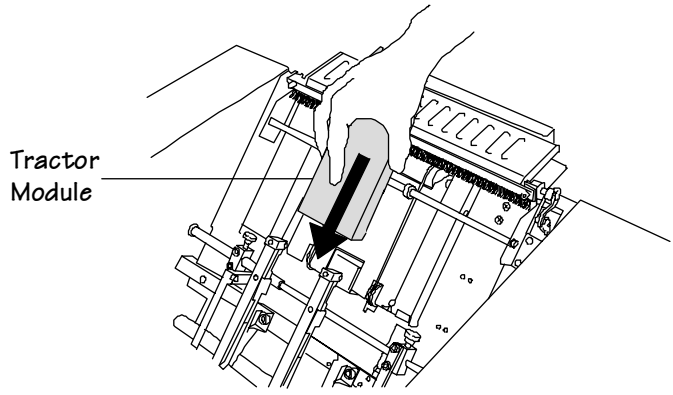


10 **Check to make sure that the paper input module is properly placed.**

11 **Turn the paper input module connector clockwise to reattach it to the Folder/Stapler.**



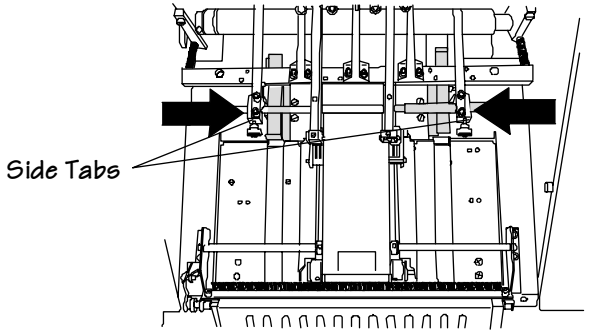
12 Reinsert the other tractor module until it's firmly in position.



Adjusting The Side Tabs

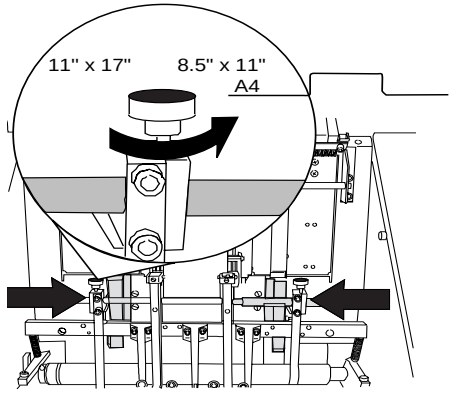
Each sheet which prints on the QMS 4060 Print System passes through the paper input and tractor modules of the Folder/Stapler. Because air flow, temperature, and other conditions could cause successive printed sheets to become misaligned, the Folder/Stapler uses the side tab for proper positioning of each printed sheet. The side tab is activated by a solenoid switch each time a sheet passes through the Folder/Stapler. This prevents jagged top and bottom pages of the booklet.

1 Locate the side tabs.



2 Unscrew the side tabs, and align them to the appropriate booklet position.

The alignment position is indicated by printed markings. Both side tabs must be aligned to the 8.5" x 11" position for printing 5.5" x 8.5" booklets. Both side tabs must be aligned to the 11" x 17" position for printing 8.5" x 11" booklets.

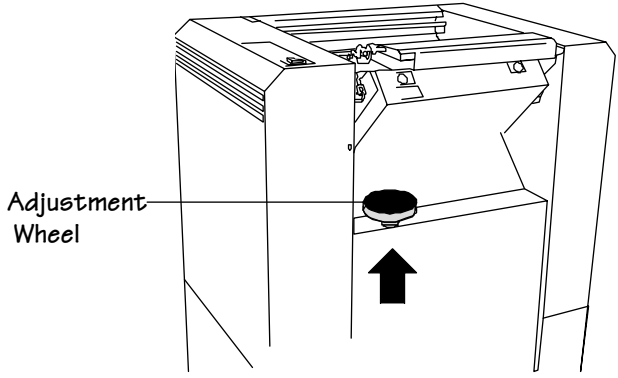


3 Check for proper positioning, and then tighten the side tabs.

Adjusting Booklet Sheet Size

Since 8.5" x 11" and 11" x 17" sheets have different lengths, the Folder/Stapler stop position for these sheets is also different. Use the following procedure to adjust the booklet sheet size:

1 Remove the adjustment wheel from its storage location.

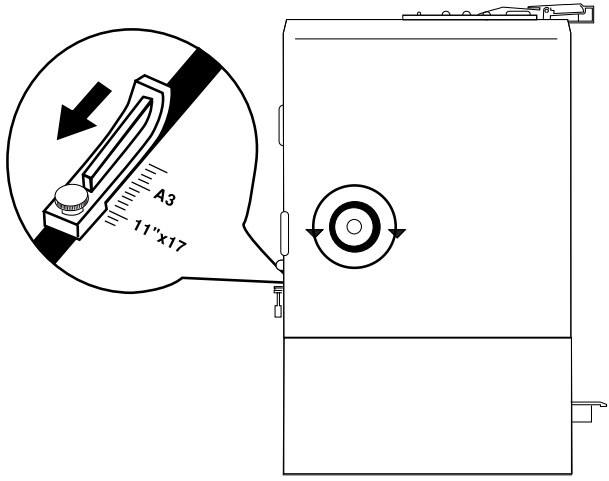


» **Note:** *If it's not in the storage location, it may already be in the correct place.*

2 **Insert the wheel into the booklet sheet size opening at the front of Folder/Stapler, and turn the wheel slowly until it locks into position.**

Turn the wheel in the direction indicated by the appropriate booklet size. For 5.5" x 8.5" booklets (8.5" x 11" sheets) turn the wheel clockwise, and for 8.5" x 11" booklets (11" x 17" sheets) turn the wheel counterclockwise.

» **Note:** *The wheel is hard to turn and may require some force to get it to the locked position.*



3 **Remove the adjustment wheel, and put it back in its storage area.**

4 **Continue at the appropriate section based on your needs.**

- If you need to change the position of the stapler heads, continue with “Adjusting Stapler Head Position” on page 4-27.
- If you’ve completed all Folder/Stapler adjustments, continue with step 5.

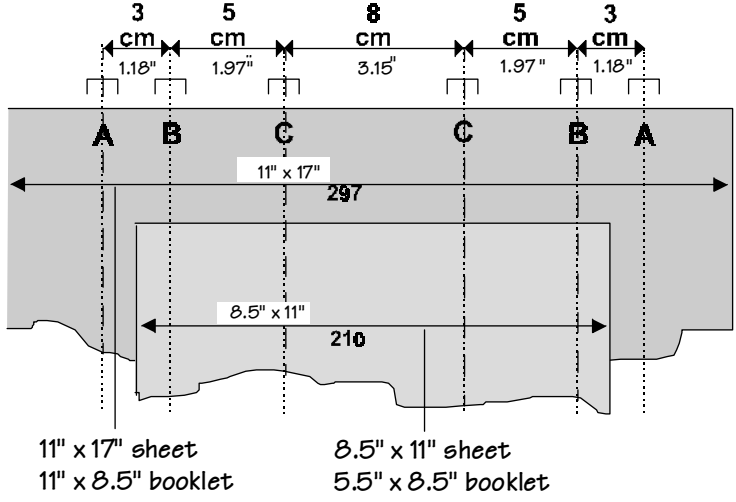
5 **Reconnect the Folder/Stapler to the QMS 4060 Print System.**

6 **Place the Folder/Stapler on line.**

Adjusting Stapler Head Position

Since 5.5" x 8.5" booklets are smaller than 8.5" x 11" booklets, the position of the staple heads may need to be changed for better quality booklets.

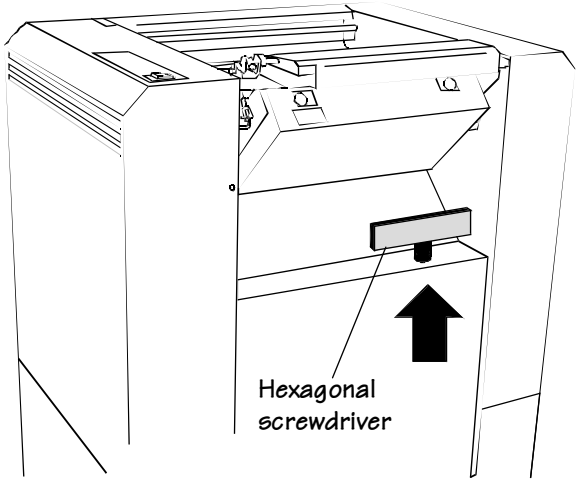
Booklet Size	Staple Heads	Recommended Staple Head Positions		
		A	B	C
5.5" x 8.5"	2	—	—	✔
8.5" x 11"	2	—	—	✔
	2	—	✔	—
	2	✔	—	—
8.5" x 11"	4	✔	—	✔
	4	—	✔	✔



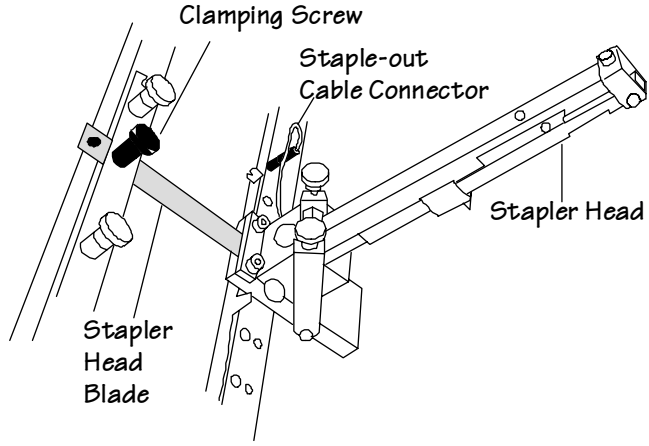
1 Roll the Trimmer away from the Folder/Stapler to reach the stapler head assembly.

The stapler heads are located on the left side of the Folder/Stapler.

2 Remove the hexagonal screwdriver from its storage location.



3 Locate the stapler head and stapler head blade.



4 Pull the staple-out cable connector to remove it.

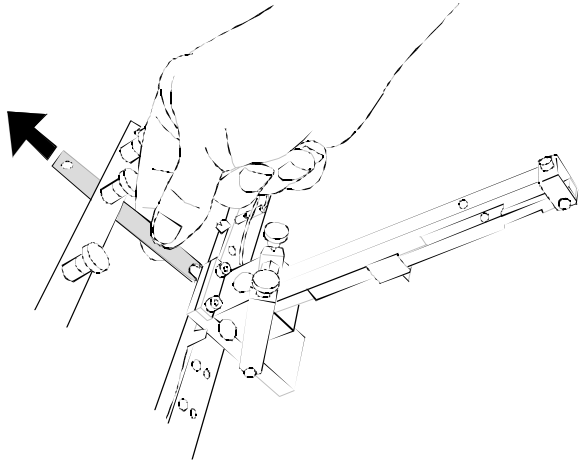
The cable is attached to the frame and its purpose is to detect a staple-out condition.

5 Remove the staples.

6 Partially unscrew the stapler head blade clamping screw.

▲ **Caution:** *Do not remove the stapler head clamping screw.*

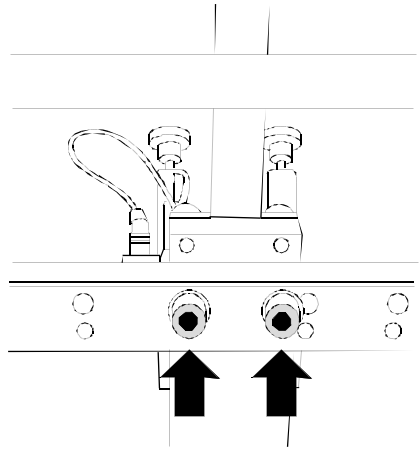
7 Carefully, remove the stapler head blade by lifting it up and out over the notch.



Warning*: The blade is sharp and can cause injury if not handled properly. Exercise caution when removing the blade to avoid injury.*

ACHTUNG! *Die Klinge ist sehr scharf und kann bei falscher Handhabung Verletzungen verursachen. Um Verletzungen zu vermeiden arbeiten Sie bitte vorsichtig.*

8 **Locate the two stapler head screws which attach the stapler head to the Folder/Stapler frame.**



9 **Remove these screws using the stapler head screwdriver, while supporting the stapler head with your hand.**

▲ **Caution:** *Do not drop the stapler head.*

10 **Locate the new position of the stapler head as shown in "Adjusting Stapler Head Position" on page 4-27.**

11 **Place the stapler head into its new position and tighten the two stapler head screws.**

12 **Reattach the staple-out cable connector to the nearest position on the frame.**

▲ **Caution:** *Make sure that the cable is not in the stapler heads staple path.*

13 **Insert the stapler head blade from above the stapler head.**

▲ **Caution:** *To prevent staple jams, make sure that the identification (a number) on top of the blade is visible. This assures correct positioning of the blade.*

14 **Tighten the stapler head blade clamping screw.**

15 **Add new staples.**

16 **Repeat steps 3 through 15 in this procedure to reposition other stapler heads, if necessary.**

17 **Place the stapler head screwdriver back in its storage location.**

Adjusting the Trimmer

The following three adjustments must be made on Trimmer to change the booklet format.

- Adjust the trimming position
- Adjust the offsets
- Adjust the conveyor wheel

Adjusting the Trimming Position

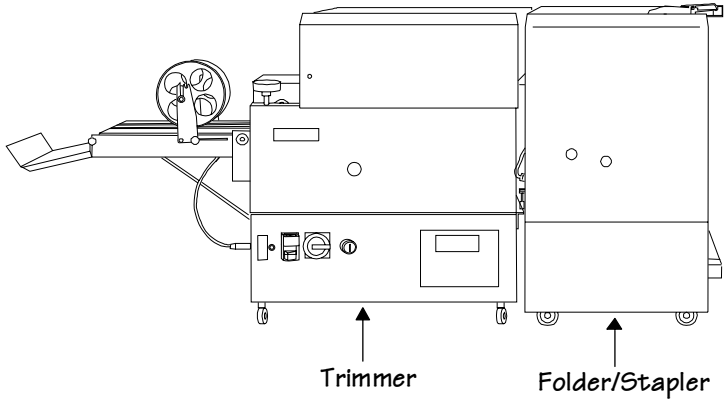
The long side of a booklet becomes jagged when folded, so the Trimmer trims it to make the booklet pages neater and easier to flip through. Use the following procedure to adjust the trimming position.

1 **Roll the Trimmer away from Folder/Stapler.**

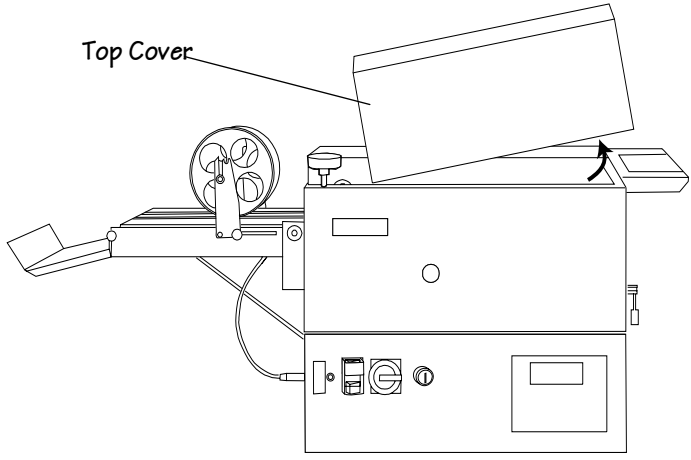
WARNING! *The QMS 4060 Print System, Folder/Stapler, and Trimmer are connected with electrical cables. Make sure all of the cables are unplugged before moving one or more of these units. Always switch off and unplug the Trimmer before moving it away from the QDOC Bookletmaking System.*

ACHTUNG! *Das QMS 4060 Print System, Falz-/Heftsystem und der Trimmer sind durch Kabel verbunden. Vergewissern Sie sich, daá alle Kabel abgezogen sind, bevor Sie die Geräte verschieben. Schalten Sie den Trimmer immer aus und ziehen Sie die Kabel ab, bevor sie ihn vom QDOC Booklet System wegschieben.*

» **Note:** *The QMS 4060 Print System, Folder/Stapler, and Trimmer are all equipped with wheels.*

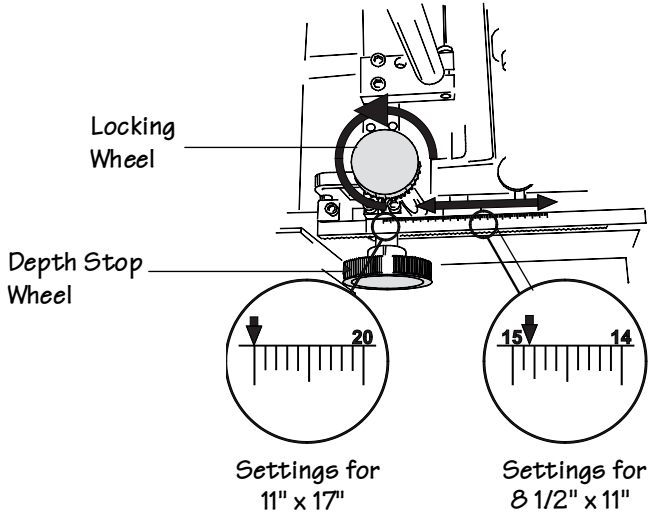


2 Open the top cover.



3 Loosen the two locking wheels.

Turn them counterclockwise.



4 Turn the depth stop wheel to the right, and set it either at the required booklet format marking or more to the right, based on the number of pages in your booklet.

The booklet formats are 8.5" x 11" for 5.5” x 8.5" booklets and 11" x 17" for 8.5" x 11" booklets.

The trimming position dial shows an area half the size of the short edge of a booklet sheet. For an 5.5" x 8.5" booklet half the short edge is 148.5 mm. For an 8.5" x 11" booklet, half the short-edge of the 11" x 17" sheet is 210 mm. The dial allows further trimming in millimeters (turn it to the right for further trimming).

The final trimming position adjustment is based on the number of pages of the booklet. The more pages, the more the booklet must be trimmed. As a rule of thumb, a booklet with 20 sheets may require as much as 2-4 mm to be trimmed off.

» **Note:** *You might want to print one booklet and test the trimming, then adjust it, print 1 more and test it, and so on until the desired results are achieved.*

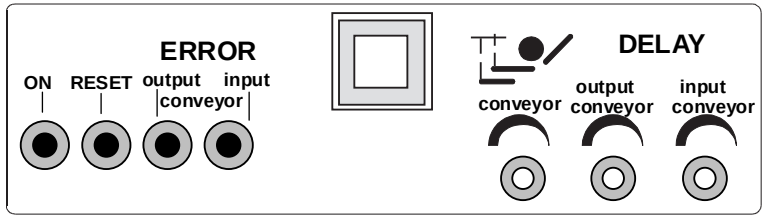
5 Turn the locking wheels clockwise to tighten them.

Adjusting the Conveyor Delays

For improved booklet quality, the Trimmer adjusts the offset of the three transport belts. Since 5.5" x 8.5" and 8.5" x 11" booklets have defined lengths, the transport mechanism needs more or less offset to compensate for the difference in dimension. Conveyor delay adjusts are best performed using a test booklet so you can visually eye the conveyor while making appropriate conveyor adjustments.

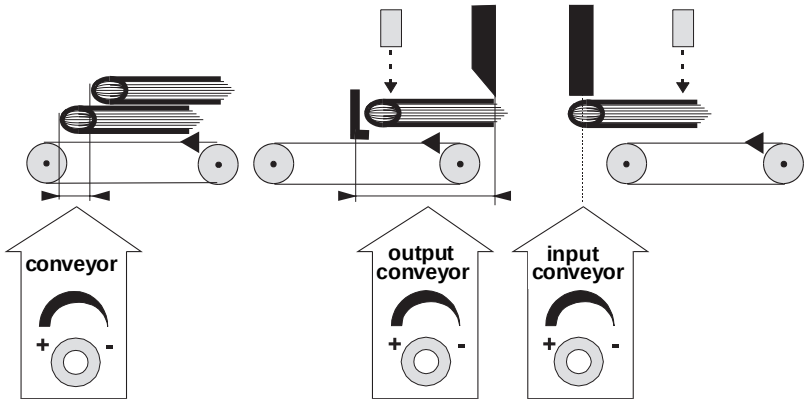
» **Note:** *Conveyor delays adjustments are best performed using a small flat screwdriver.*

The conveyor delay adjustments are located on the Trimmer control panel.



After a booklet passes a photo detector, the belt continues to rotate for a short period of time to ensure that the booklet is delivered at the right position. This amount of time is adjusted by the offsets.

The following are the offset adjustments.



This knob...	Does this...
input conveyor	The input conveyor knob adjusts the Trimmer so that the folded side of the booklet is positioned directly underneath the pressure bar. Turning the input conveyor knob clockwise decreases the number of times the belt rotates after passing the photo detector, and turning it counterclockwise increases the belt rotation.
output conveyor	The output conveyor knob adjusts the Trimmer so that the folded side of a booklet comes at rest against the stopper. Turning the output conveyor knob clockwise decreases the number of times the belt rotates after passing the photo detector, and turning it counterclockwise increases the belt rotation.
conveyor	The conveyor knob adjusts the Trimmer for the overlap of a finished booklet. Turning the conveyor knob clockwise decreases overlap, and turning it counterclockwise increases overlap.

Configuring the Printer to Create Booklets

Configure the printer to create booklets by using one of the following three methods.

- The QMS Level 2 Windows printer driver
- The control panel configuration menu of the printer
- QMS Document Option Commands (DOCs)

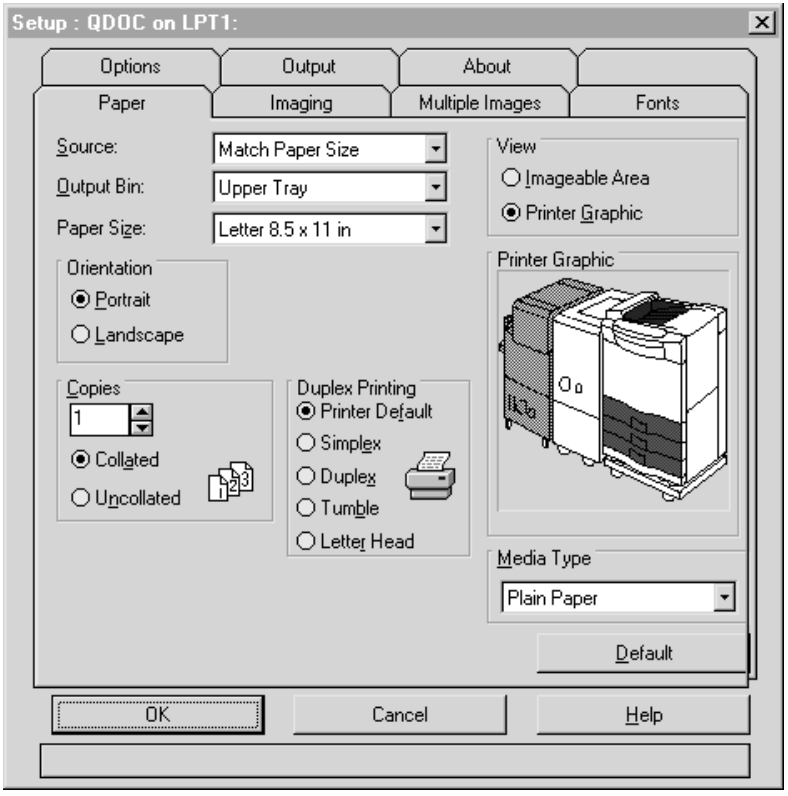
The method that you use depends upon your host environment. Windows 3.*x*, 95, and NT users should use the QMS driver. Macintosh users should do their booklet setup from the control panel or manually edit their PostScript files by inserting the appropriate QMS Document Option Commands. VMS and UNIX users can use QMS tools to have the DOC inserted into their print stream, or alternatively the booklets can be set up from the control panel.

» **Note:** *The printer takes care of scaling and reordering your document so that it is produced as a booklet. In your application you should number the document's pages in chronological order.*

QMS Level 2 Windows 3.x/95 Printer Driver

Install the QMS Level 2 Windows 3.*x*/95 printer driver for the QDOC Bookletmaking System if it hasn't already been installed, then use the following instructions to create your booklets.

1 From your application's File menu, access the QDOC printer's Setup dialog box.



2 From the Paper Tab, select the input source.

This is the input source for the body of the booklet. If you are not using different media for cover and inner sheets, then you should select Match Paper Size. If you are using different media for cover sheets and/or inner sheets, then you need to select a specific bin for the sheets used as the body of the booklet.

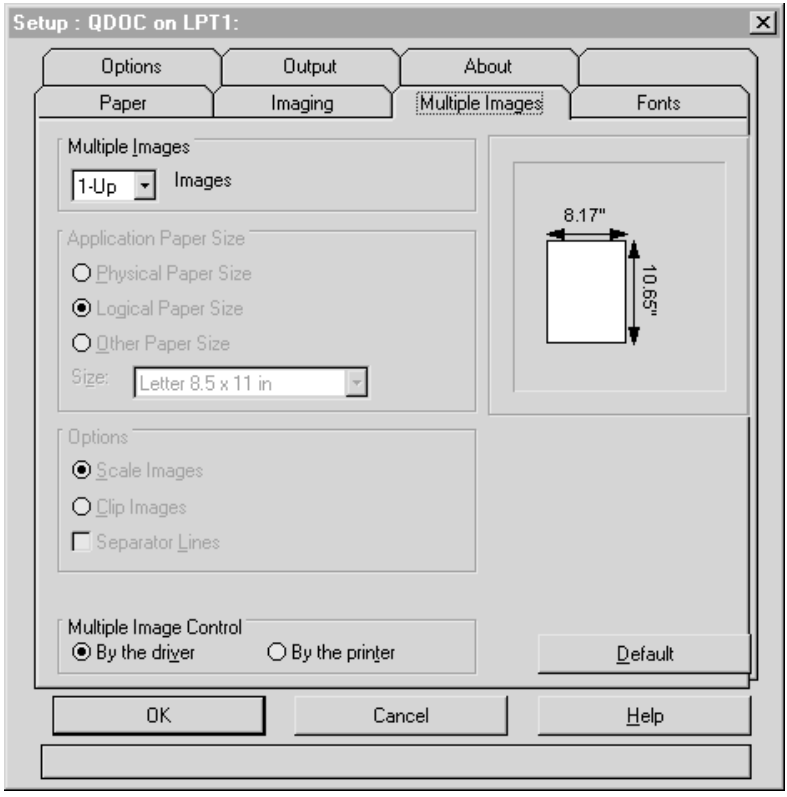
3 Under Output Bin, select Booklet Maker from the drop-down list box.

4 In the Paper Size section, select the physical size of the paper, either Letter 8.5 x 11 in or 11x17.

▲ **Caution:** *This is the paper size before it is folded into a booklet. Be sure to select only Letter 8.5 x 11 or 11 x 17. If you select any other size, your document will still be printed, folded, and trimmed, but the final booklet will not be correctly dimensional.*

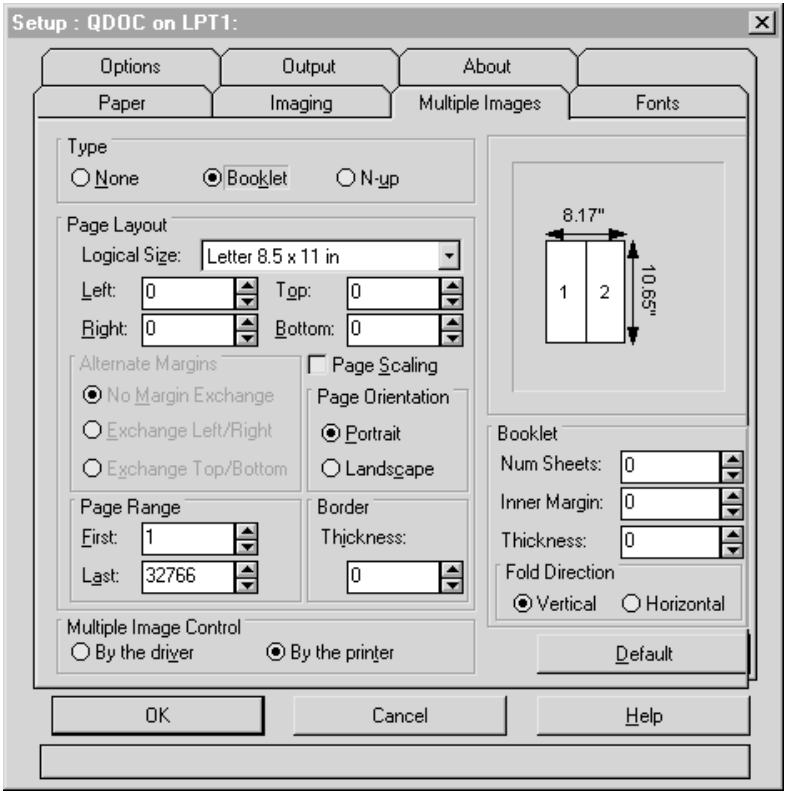
5 Under Orientation, select Portrait.

6 Choose the Multiple Images tab, and the following window appears.



7 In the Multiple Image Control section, choose the By the Printer radio button.

8 In the Type section choose Booklet.



9 In the Page Layout section, select the appropriate Logical Size.

Your selection here depends upon the page size used in your application and your final booklet size. If you are creating 5.5" x 8.5" booklets and your document was created using statement size (5.5" x 8.5"), then you should select Statement. If your document was created using letter size (8.5" x 11"), then you should select Letter 8.5 x 11 in and then select the Page Scaling checkbox.

Similarly, if you are creating 8.5" x 11" booklets and your document was created using letter size (8.5"x11"), then you should

select Letter 8.5 x 11. If your document was created using tabloid size (11"x17"), then you should select 11x17 here and then select the Page Scaling check box.

» **Note:** *Remember, a physical paper size of 11" x 17" produces booklets 8.5" x 11". A physical size of 8.5" x 11" produces booklets 5.5" x 8.5". If the booklet page must look exactly as it is created in the application, then you need to set the paper size accordingly. However, with the Page Scaling option, you can create the original using a different paper size. Be aware that when using Page Scaling, fonts and graphics will appear smaller than in the original.*

10 Under Page Layout, identify the appropriate Left, Right, Top and Bottom margins.

These are margins imposed on the physical page over and above any margins that may be specified in the application. These margins are measured from the allowable imageable area for left, top, right and bottom. The units are in 0.01 of a centipoint (1/7200").

» **Note:** *These margins are absolute and are not affected by the page scaling selection.*

11 For Page Orientation, select Landscape.

» **Note:** *Landscape should always be used for normal booklet printing.*

12 Under Page Range, specify the page number of the First and Last page in your file that you want to include in your booklet.

» **Note:** *Under normal operation, no changes should be necessary. The default setting, 32766, refers to the last page of the document.*

13 For the Border Thickness, enter the width of a border if you want one.

» **Note:** *This option allows you to add a border around each logical page. The outer edge of the border is placed inside the margin settings. The units are in 0.01 of a centipoint* (1/7200").

14 To ensure that the outside page margins are consistent after the booklet is folded and trimmed, specify the number of sheets in the Booklet section, then specify the following information.

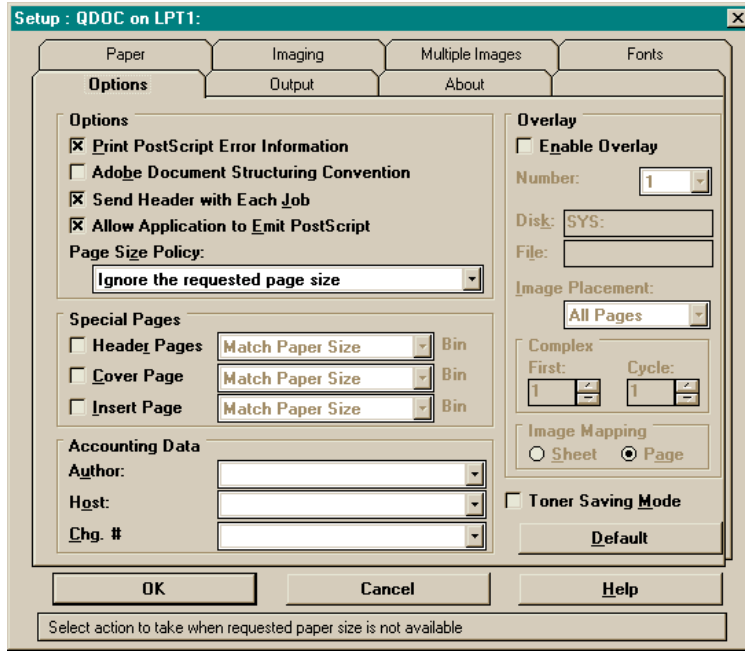
a In the Num Sheets list box identify the number of physical sheets of paper to be used in the booklet. For example, if your file has 13-16 pages, you will need 4 physical sheets to print the booklet. Any blank pages are added at the end of the booklet.

b In the Inner margin list box specify the distance between the printed image on the page and the fold in centipoints (1/7200" increments). In other words, specify the right margin on left-hand pages and the left margin on right-hand pages.

c In the Thickness list box specify the thickness of the paper being used in 1/10 mills (0.0001").

d In the Fold Direction section Choose the Vertical radio button.

15 Choose the Options tab.



16 In the Special Pages section, make sure Header Pages is *not* selected.

Header and trailer pages are always sent to the default output bin. Booklet Maker is the default output bin and these pages are enabled, they will be printed and bound into your booklets. We highly recommend that you do not enable Header Pages if Booklet Maker is configured as the default output bin.

17 If you want to print the booklet's cover page on a different color or weight of media, in the Special Pages section, select the Cover Page check box, and then from the drop-down list box, select the tray in which you inserted the cover media.

18 If you want to insert a preprinted sheet (such as a warranty or registration card), in the Special Pages section, select the

Insert Page check box, and then from the drop-down list box, select the tray in which you inserted the preprinted sheets.

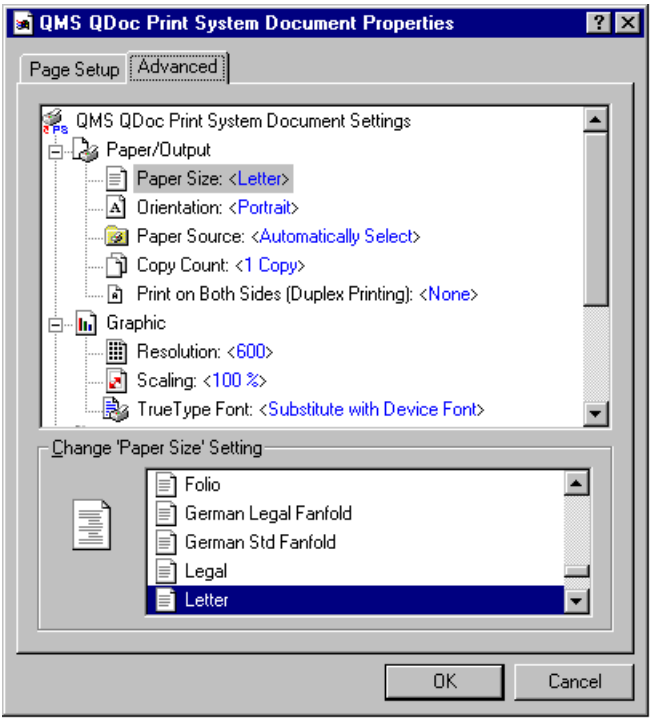
19 **Choose OK.**

QMS Level 2 Windows NT 4.0 Printer Driver

Install the QMS Level 2 Windows NT 4.0 printer driver for the QDOC Bookletmaking System if it hasn't already been installed, then use the following instructions to create your booklets.

1 **From your application's File menu, access the QDOC printer's Document Properties dialog box.**

2 **Choose the Advanced tab.**



3 In the Paper/Output branch, select Paper Size, and then Select the logical size of the booklet pages.

Your selection here depends upon the page size used in your application and your final booklet size. If you are creating 5.5" x 8.5" booklets and your document was created using statement size (5.5" x 8.5"), then you should select Statement. If your document was created using letter size (8.5" x 11"), then you should select the Letter 8.5 x 11 in and then select On for the Scale to Fit option in the Document Options/Multiple Image Settings branch.

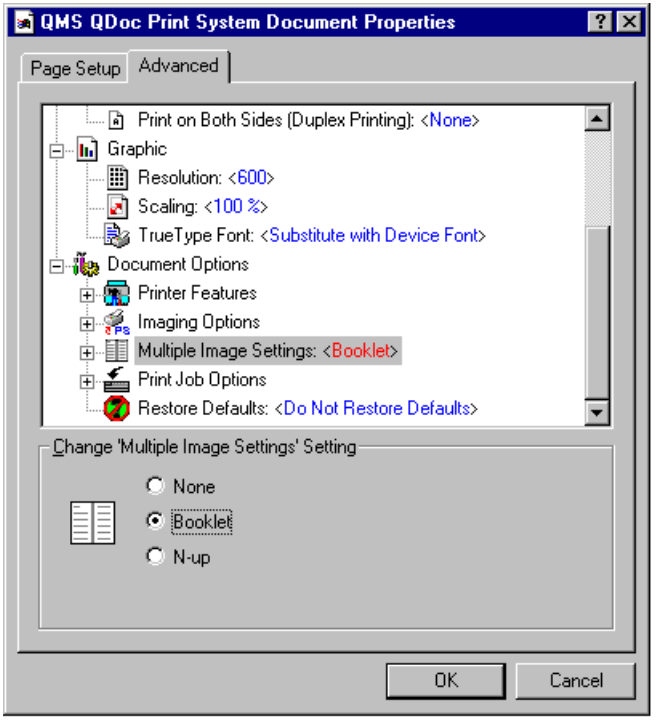
Similarly, if you are creating 8.5" x 11" booklets and your document was created using letter size (8.5"x11"), then you should select Letter 8.5 x 11. If your document was created using tabloid size (11"x17"), then you should select 11x17 here and then select On for the Scale to Fit option in the Document Options/Multiple Image Settings branch.

4 In the Paper/Output branch, select Orientation, and then select Portrait.

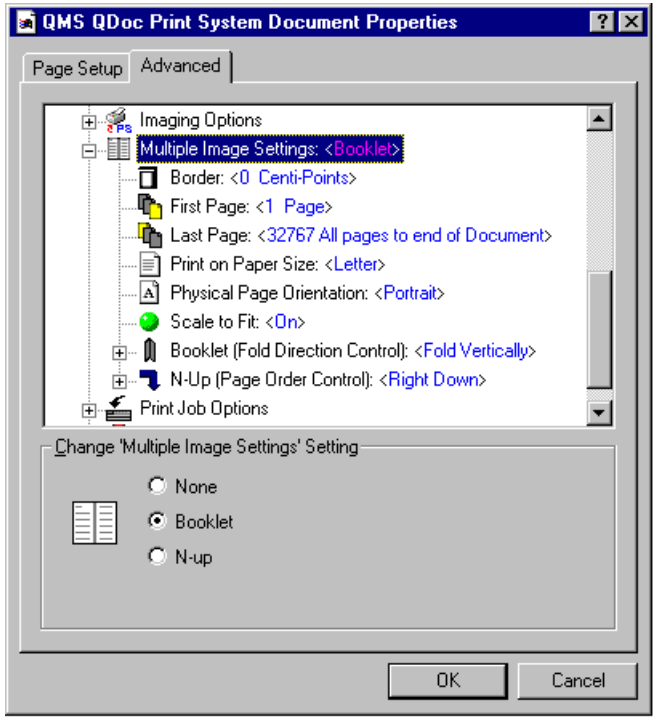
5 In the Paper/Output branch, select Paper Source, and then select the tray in which you loaded the media on which the booklet will be printed.

If you are using different media for cover and inner sheets, then you should select Match Paper Size. You will select the specific source for the cover page in step 13.

6 **In the Document Options branch, select Multiple Image Settings and then select Booklet.**



7 **If necessary, click the + sign next to Multiple Image Settings to expand the branch.**



8 **In the Document Options/Multiple Image Settings branch, select Border, and then specify the width of the border to be printed around each booklet page, if you want one.**

» **Note:** *This option allows you to add a border around each logical page. The outer edge of the border is placed inside the margin settings. The units are in 0.01 of a centipoint* (1/7200").

9 **In the Document Options/Multiple Image Settings branch, select First Page, and then specify the page number of the first page in your file that you want to include in your booklet.**

» **Note:** *Under normal operation, no changes should be necessary.*

10 **In the Document Options/Multiple Image Settings branch, select Last Page, and then specify the page number of the last page in you file that you want to include in your booklet.**

» **Note:** *Under normal operation, no changes should be necessary. The default setting, 32766, refers to the last page of the document. Alternatively, you can select the Fill Pages to End of Document check box.*

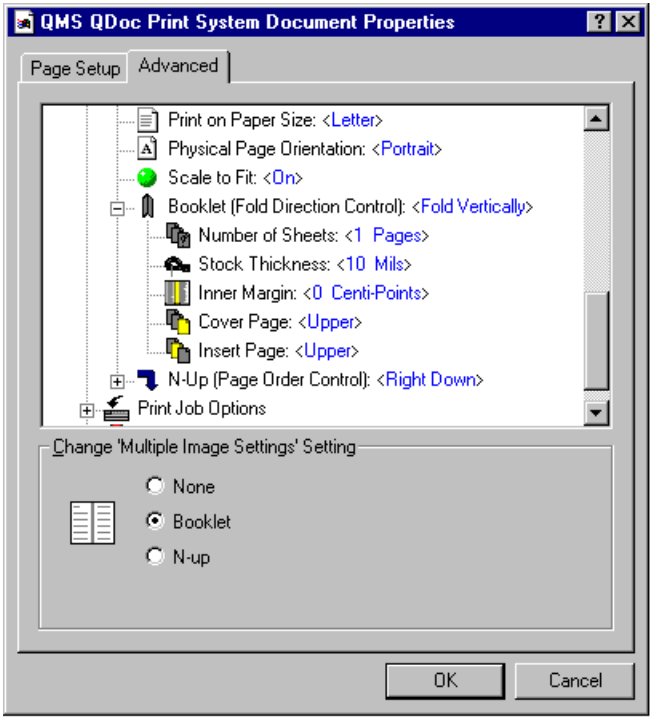
11 **In the Document Options/Multiple Image Settings branch, select Print on Paper Size, and then select the physical size of the paper on which the booklet will be printed—either Letter or 11x17.**

12 **In the Document Options/Multiple Image Settings branch, select Physical Page Orientation, and then select Landscape.**

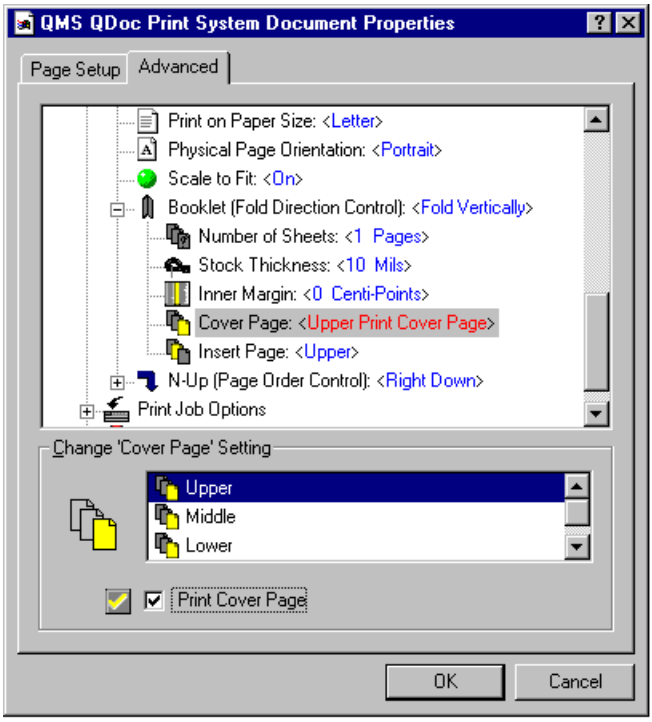
» **Note:** *Landscape should always be used for normal booklet printing.*

13 **If you want to print the booklet's cover page on a different color or weight of media, do the following steps. Otherwise, skip to step 14.**

e Click the + sign next to Booklet (Fold Direction Control) to expand the branch.



f In the Document Options/Multiple Image Settings/Booklet (Fold Direction Control) branch, select Cover Page.



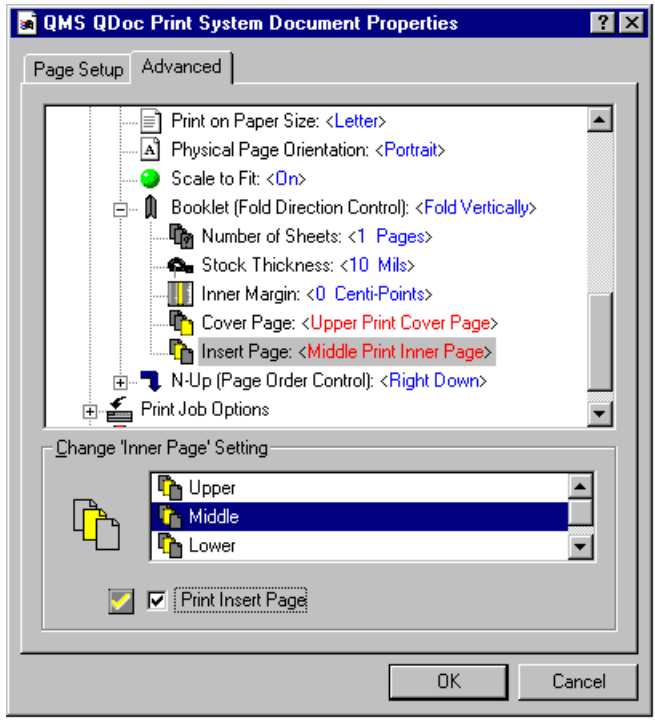
g Select the Print Cover Page check box.

h Select the tray in which you loaded the cover page media.

14 If you want to insert a preprinted sheet (such as a warranty or registration card), do the following steps. Otherwise, skip to step 15.

a If necessary, click the + sign next to Booklet (Fold Direction Control) to expand the branch.

b In the Document Options/Multiple Image Settings/Booklet (Fold Direction Control) branch, select Insert Page.



c Select the Print Insert Page check box.

d Select the tray in which you loaded the preprinted insert pages.

15 To ensure that the outside page margins are consistent after the booklet is folded and trimmed, in the Document Options/ Multiple Image Settings/Booklet (Fold Direction Control) branch, specify the following information:

a Select Booklet (Fold Direction Control), and then specify Fold Vertically.

b Select Number of Sheets, and then identify the number of physical sheets of paper to be used in the booklet. For example, if your file has 13-16 pages, you will need 4 physical sheets to print the booklet. Any blank pages are added at the end of the booklet.

c Select Inner Margins, and then specify the distance between the printed image on the page and the fold in centipoints (1/7200" increments). In other words, specify the right margin on left-hand pages and the left margin on right-hand pages.

d Select Stock Thickness, and then specify the thickness of the paper being used in 1/10 mills (0.0001").

16 In the Document Options/Print Job Options branch, select Header Page, and then ensure that the Print Header at the bottom of the tab is *NOT* checked.

17 In the Document Options/Printer Features branch, select Margins (Margin Control), and then specify the Top Margin, Bottom Margin, Left Margin, and Right Margin.

These are margins imposed on the physical page over and above any margins that may be specified in the application. These margins are measured from the allowable printable region for left, top, right and bottom. The units are in 0.01 of a centipoint (1/7200").

18 In the Document Options/Printers Features branch, select EOD Position, and then select EOD Bottom to send the end-of-document string at the end of the file.

19 Close the Document Properties dialog box.

Printer Configuration Menu

» **Note:** *The following options are automatically selected: Folding—vertical, collation—on, orientation—landscape, and outputbin—2 (Folder/Trimmer).*

1 In the Operator Control/Booklet/Select menu choose On.

2 If all of the booklet's pages will be printed from the same inputbin, in the Operator Control/Booklet/Inputbin menu choose the appropriate inputbin (Upper, Middle, or Lower). Otherwise, go to step 3.

3 If you'll be printing the booklet's cover and inner pages on a different color or weight of media, complete this step. Otherwise, go to step 4.

a In the Operator Control/Booklet/Cover Page menu, choose On.

b In the Operator Control/Booklet/Cover Page Inbin menu choose the source of the cover page media (Lower, Middle, or Upper).

c In the Operator Control/Booklet/Inner Page menu choose On.

d In the Operator Control/Booklet/Inner Page Inputbin menu choose the source of the inner page media (Lower, Middle, or Upper).

4 In the Operator Control/Booklet/Page Scaling menu choose On/Off

5 In the Operator Control/Booklet/ Page Orientation menu choose Portrait/Landscape.

6 In the Operator Control/Booklet/Page Size menu choose Letter or Ledger.

7 In the Operator Control/Copies menu choose the number of copies of the booklet you want to print.

8 Exit the configuration menu and save your changes.

Document Option Commands (DOC)

Use this method to configure the printer if you're printing booklets from a PostScript file. Open the PostScript file as a text file and include the following DOCs at the beginning of the file before sending the file to the printer. For more information on using DOCs, refer to the *QMS Document Option Commands* manual (in Adobe Acrobat format on the QMS Software Utilities CD ROM).

%%IncludeFeature: input (*value*)		
	Explanation	Identifies the input source for the booklet media
	Valid values	lower, middle, upper
	Example	%%IncludeFeature: input (lower)
%%IncludeFeature: output (*value*)		
	Explanation	Identifies the output location for the booklet
	Valid values	2 (the Folder/Stapler)
	Example	%%IncludeFeature: output (2)
%%IncludeFeature: pagesize (*value*)		
	Explanation	Identifies the logical page size of the booklet
	Valid values	A4, A5, B4, B5, executive ledger, legal, letter, statement
	Example	%%IncludeFeature: pagesize (letter)
	Note	Your selection here depends upon the page size used in your application and your final booklet size. If you are creating 5.5" x 8.5" booklets and your document was created using statement size (5.5" x 8.5"), then you should select Statement here. If your document was created using letter size (8.5" x 11"), then you should select Letter 8.5 x 11 in and then use the %%IncludeFeature: pagescaling (on) command.

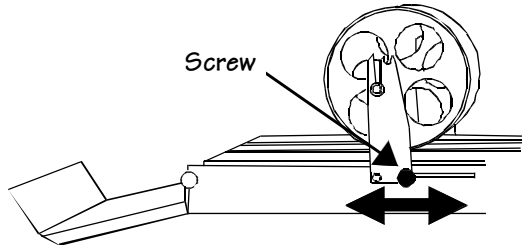
%%IncludeFeature: pageorientation (*value*)	
Explanation	Identifies the page orientation of the logical pages of the booklet
Valid values	portrait, landscape
Example	%%IncludeFeature: pageorientation (portrait)
%%IncludeFeature: pagescaling (*value*)	
Explanation	Identifies whether the logical pages should be scaled to fit in their page spots on the physical pages of the booklets
Valid values	off, on
Example	%%IncludeFeature: pagescaling (on)
Note	Remember, a physical paper size of 11" x 17" produces booklets 8.5" x 11". A physical size of 5.5" x 8.5" produces booklets 5.5" x 8.5". If the booklet page must look exactly as it is created in the application, then you need to set the paper size accordingly. However, with the pagescaling option, you can create the original using a different paper size. Be aware that when using page scaling, your fonts and all graphics will appear smaller than in the original.
%%IncludeFeature: numcopies (*value*)	
Explanation	Identifies the number of copies of the booklet to be printed.
Valid values	1-999
Example	%%IncludeFeature: numcopies (10)
%%IncludeFeature: collate (*value*)	
Explanation	Identifies whether collation is enabled or disabled
Valid values	Off, On
Example	%%IncludeFeature: collate (on)
Note	Collation must be enabled if you're printing more than one booklet

%%IncludeFeature: booklet (*numsheets fold innermargin thickness coverinputbin innerinputbin*)	
Explanation	Identifies the number of sheets, fold direction, distance between the booklet's logical pages and the paper's fold (in centipoints/0.00014" increments), thickness of the paper (in 0.01 mils/0.001" increments), inputbin from which the cover page is to be printed, and inputbin from which the inner sheets are to be printed.
Valid values	*numsheets* 0—20 (0 disables booklet printing) *fold* horizontal, vertical *innermargin* -1—32767 centipoints *thickness* 0-400 (0"-0.4") *coverinputbin* -1 (no special inputbin, lower, middle, upper *innerinputbin* -1 (no special inputbin,lower, middle, upper)
Example	%%IncludeFeature: booklet (20, vertical, 3571, 008, upper, lower)

Adjusting the Conveyor Wheel Position

The conveyor wheel picks up the finished booklet and transports it to the collector. Use the following procedure to align the conveyor wheel:

1 Loosen the screws on both sides of the conveyor wheel.



The position of the conveyor wheel depends on the size of the booklet. The best possible position is when a finished booklet (ejected from the Trimmer) slightly touches the conveyor wheel. This means that for an 5.5" x 8.5" booklet, the conveyor wheel must be positioned more to the right than an 8.5" x 11" booklet.

2 Adjust the conveyor wheel.

3 Tighten the screws to secure the conveyor wheel in position.

4 Roll the Trimmer back to the Folder/Stapler.

Cancelling a Print Job

When a QDOC print job is cancelled, some pages of the cancelled job may remain in the Folder/Stapler and be bound into the following print job if they are not removed. Use the following instructions whenever you cancel a print job.

1 Cancel the print job through the application or by pressing the Cancel button on the QMS 4060 control panel.

2 When the job stops printing, press the Online key on the Folder/Stapler control panel to take the Folder/Stapler off line.

3 Press the Test key on the Folder/Stapler control panel to eject the printed pages.

4 Press the Online key again to put the Folder/Stapler back on line.

❖

5

Maintenance

In This Chapter . . .

- “Introduction” on page 5-2
- “QMS 4060 Print System Maintenance” on page 5-2
- “Folder/Stapler Maintenance” on page 5-2

Introduction

The QMS QDOC Bookletmaking System has parts that need to be cleaned and/or replaced on a periodic basis to keep the system operating properly. Each unit (QMS 4060 Print System, Folder/Stapler, and Trimmer) has different maintenance requirements. The following sections describe the maintenance requirements for each unit. Always perform the maintenance at the recommended intervals.

QMS 4060 Print System Maintenance

The QMS 4060 Print System cleaning requirements and parts replacement information are described in the *QMS 4060 Print System Operation* manual.

Folder/Stapler Maintenance

This section includes a maintenance schedule and instructions for all basic maintenance tasks, such as cleaning the folding rollers and the stapler heads, and replacing stapler blades. Depending on the number of booklets produced, your Folder/Stapler requires replacement of certain parts and cleaning of several areas to ensure excellent booklet quality.

Maintenance Schedule

You perform the following maintenance on the Folder/Stapler:

At about every...	Do this...
1,000 booklets	Clean the folding rollers
5,000 booklets	Clean the stapler heads
100,000 booklets	Replace the stapler head blades

Cleaning Guidelines

Use the following cleaning guidelines:

- Don't use sharp objects when cleaning the unit.
- Don't use cleaning solutions on the inside of the unit.
- Use a soft, lint-free cloth.

Cleaning the Folding Rollers

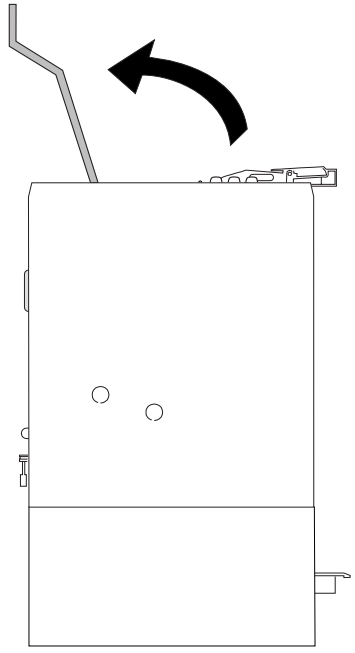
WARNING! *To prevent personal injury, always turn off and unplug the Folder/Stapler before cleaning it or replacing parts.*

ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie den Falz-/Heftsystem immer aus und ziehen Sie den Netzstecker, bevor sie ihn reinigen oder Teile ersetzen.*

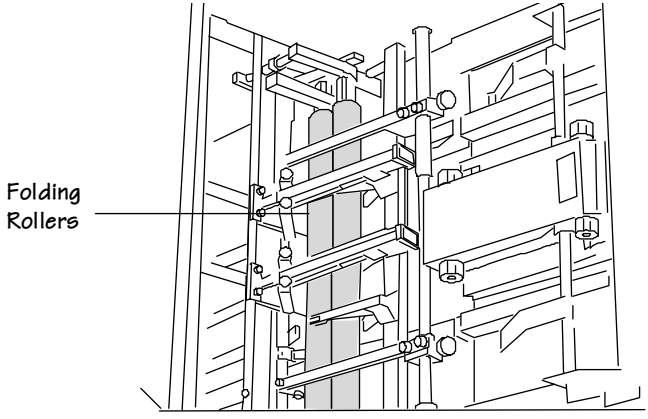
To maintain high quality booklets, and to help prevent media jams, clean the folding rollers at about every 1,000 booklets. With little use, the printer's ink can collect on the folding rollers. This reduces the roller's grip. Use the following procedure to clean the folding rollers:

1 **Turn off and unplug the Folder/Stapler.**

2 **Open the top cover.**



3 **Locate the folding rollers.**



4 **Clean the folding rollers with a soft, lint-free water-dampened cloth.**

5 **Close the top cover.**

6 **Reconnect the Folder/Stapler, and place it back on line.**

Handling a Stapler

WARNING! *To prevent personal injury, always turn off and unplug the Folder/Stapler before cleaning it or replacing parts.*

ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie den Falz-/Heftsystem immer aus und ziehen Sie den Netzstecker, bevor sie ihn reinigen oder Teile ersetzen.*

Handling a Folder/Stapler unit's stapler with care preserves its life and ensures a minimum of downtime. Abuse may cause damage. Keep the following guidelines in mind when handling a Folder/Stapler stapler:

- Remove jammed or damage staples. See chapter 6, "Troubleshooting," for details.
- Clear the stapler guide channel thoroughly after a stapler jam.

Caution: *Staple remnants in the stapler guide channel can damage the stapler blade.*

- Clean the stapler head after every 5,000 booklets to prevent dirt and dust buildup which can cause stapler jams.
- Apply a thin coat of machine oil to the stapler blade after printing approximately 5,000 booklets.

Cleaning a Stapler Head

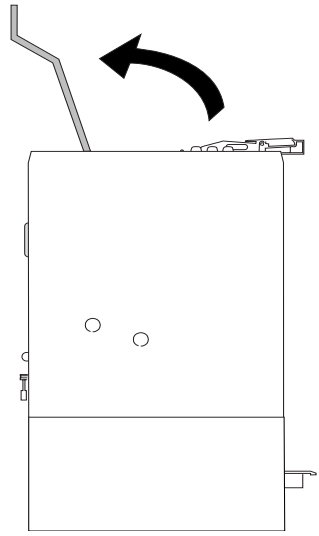
Investing a few minutes in cleaning the stapler head and removing staple remnants preserves stapler life and decreases downtime. Use the following procedure to clean a stapler head.

WARNING! *To prevent personal injury, always turn off and unplug the Folder/Stapler before cleaning it or replacing parts.*

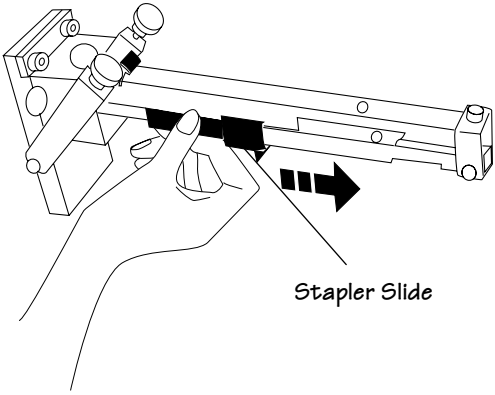
ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie den Falz-/Heftsystem immer aus und ziehen Sie den Netzstecker, bevor sie ihn reinigen oder Teile ersetzen.*

» **Note:** *QMS recommends that when cleaning the stapler head, you insert a new (unbroken) unit of 210 staples into each stapler head. This helps prevent stapler jams and other out-of-staple conditions.*

1 Open the top cover, and locate the stapler heads.

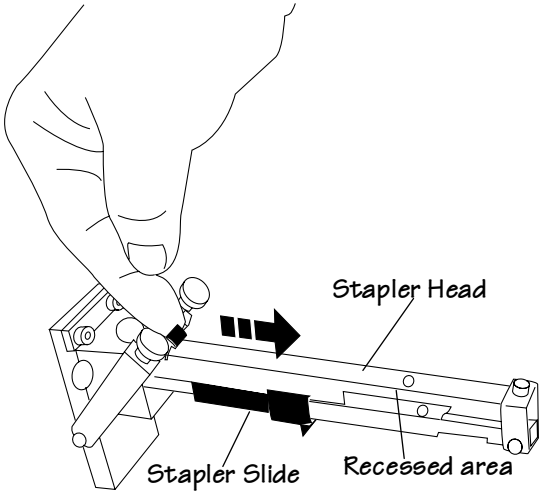


2 With the index finger and thumb, push the stapler slide down until it clears the recessed area, and gently slide it back to the unlocked position.

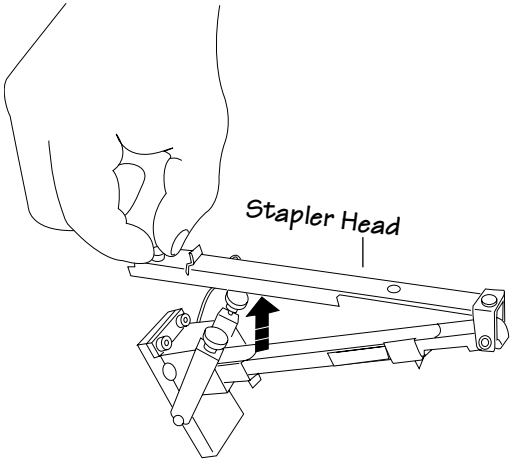


▲ **Caution:** *Do not to let the stapler slide retract to the unlocked position too quickly because it could damage the staple stick.*

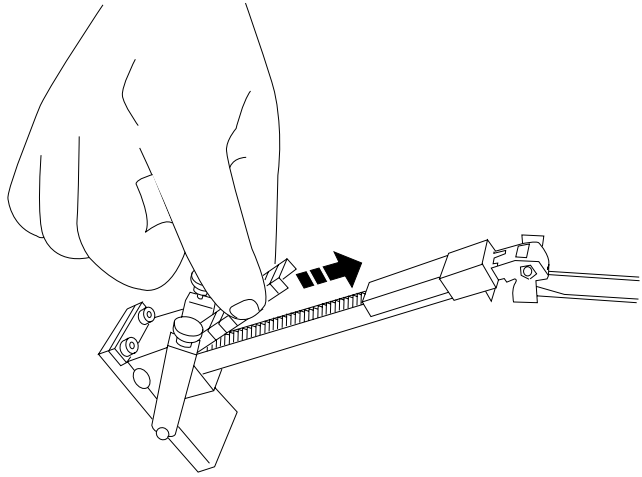
3 **Using your finger, unlock the staple head cover by pulling back on the lock release.**



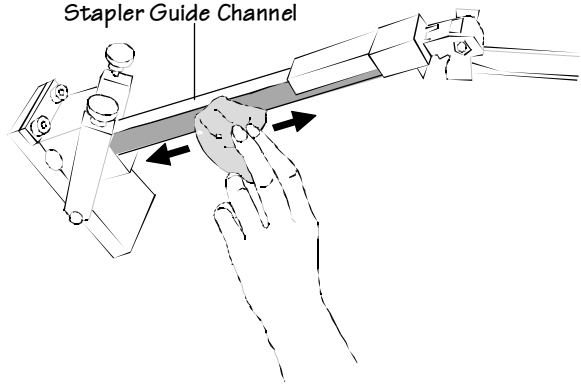
4 **Lift up to open the stapler head cover.**



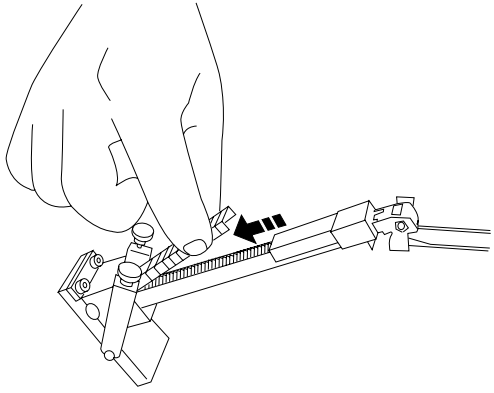
5 Remove any of the old staples remaining in the stapler head.



6 With a soft, lint-free cloth, apply a very thin coat of machine oil to both sides of the stapler head guide channel.

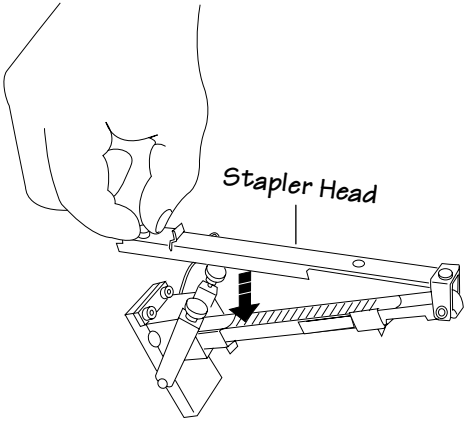


7 Insert a new unit of 210 staples.

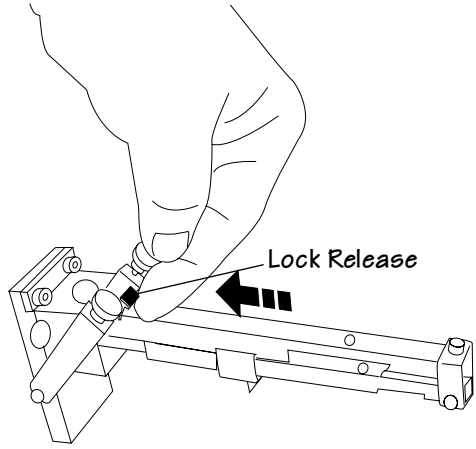


» **Note:** *Be careful that the unit of staples is placed in the stapler head correctly so that the staple unit can be shifted up or down without obstruction after the new staples are added.*

8 Push down to close the stapler head cover.



9 **Using your finger, push back on the lock release to lock the stapler head into position.**



10 **Position the stapler slide back to the unlocked position.**

11 **Repeat steps 2-10 for all other staple heads.**

12 **Close the top cover.**

13 **Press the On line key once to place the Folder/Stapler back on line.**

The red Staple Out indicator goes off, and the green Online indicator comes on.

Replacing a Stapler Head Blade

The QMS Folder/Stapler standard feature includes two stapler heads. A maximum of four stapler heads may be installed. Use the following procedure to replace a stapler head blade.

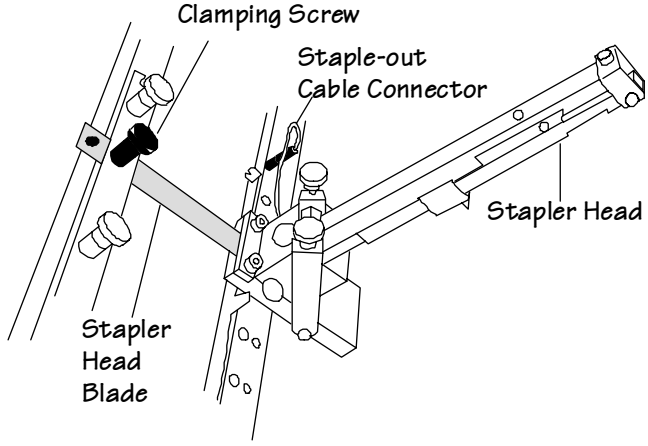
WARNING! *To prevent personal injury, always turn off and unplug the Folder/Stapler before cleaning it or replacing parts.*

ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie den Falz-/Heftsystem immer aus und ziehen Sie den Netzstecker, bevor sie ihn reinigen oder Teile ersetzen.*

» **Note:** *The stapler heads are located on the left side of the Folder/Stapler, so you must roll the Trimmer away from the Folder/Stapler to reach the stapler head assembly.*

1 **Open the top cover of the Folder/Stapler.**

2 **Locate the stapler head and stapler head blade.**



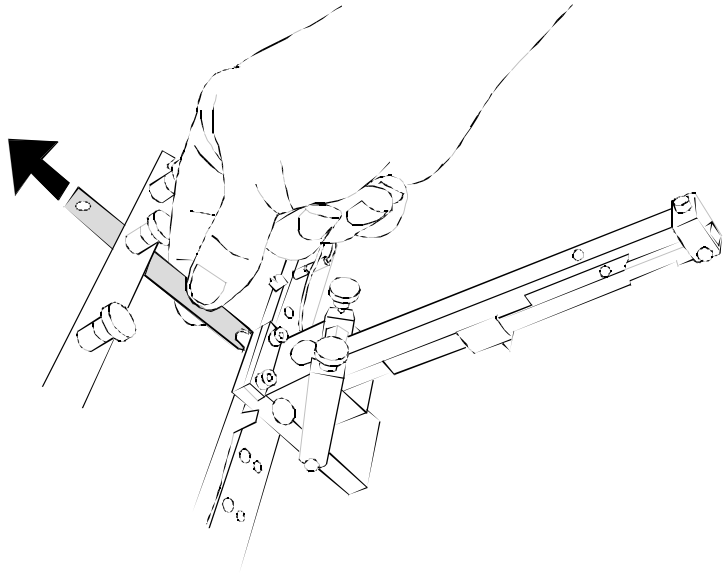
3 **Remove the staples that are in the stapler head.**

4 **Partially unscrew the stapler head blade clamping screw.**

▲ **Caution:** *Do not remove the stapler head clamping screw.*

5 **Carefully, remove the stapler head blade by lifting it up and out over the notch.**

» **Note:** *Take care not to damage the stapler head.*



Warning*: The blade is sharp and can cause injury if not handled properly. Exercise caution when removing the blade to avoid injury.*

ACHTUNG! *Die Klinge ist sehr scharf und kann bei falscher Handhabung Verletzungen verursachen. Um Verletzungen zu vermeiden arbeiten Sie bitte vorsichtig.*

6 **With the engraved area of the blade facing you, carefully insert the new blade into the stapler head until you hear it click.**

» **Note:** *The front side of the blade contains an engraved identification mark. If you look at the blade from its side, there is a pointed tip. Always make sure that the blade is inserted from this side.*

7 Tighten the stapler head blade clamping screw.

» **Note:** *You should still be able to slightly move the balde.*

8 Load a new unit of staples in the stapler head.

See chapter 3, the “Loading Staples” section, for details on how to load staples.

Trimmer Maintenance

You perform the following maintenance on the Trimmer:

At about every...	Do this...
1,000 booklets	Clean the input, middle, and output transport belts

Cleaning Guidelines

Use the following cleaning guidelines:

- Don’t use sharp objects when cleaning the unit.
- Don’t use cleaning solutions on the inside of the unit.
- Use a water-dampened, soft, lint-free cloth.

Cleaning the Input Transport Belts

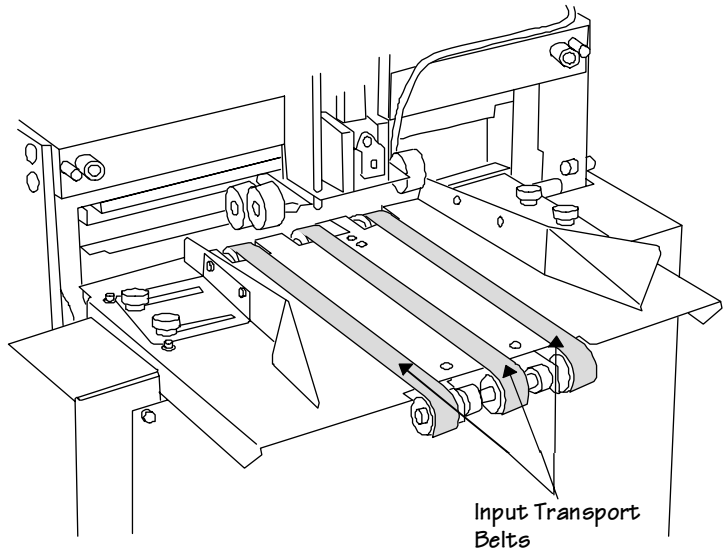
WARNING! *To prevent personal injury, always turn off and unplug the Trimmer before cleaning it or replacing parts.*

ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie den Trimmer immer aus und ziehen Sie den Netzstecker, bevor sie ihn reinigen oder Teile ersetzen.*

To maintain high quality booklets, and to help prevent media jams, clean the transport belts at about every 1,000 booklets. With use, the

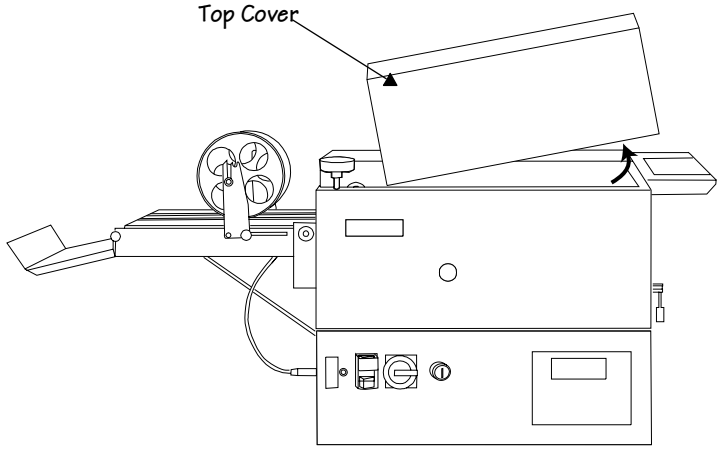
printer's ink can collect on the transport belts and reduce their grip. Use the following procedure to clean the transport belts:

1 Locate the input transport belts.

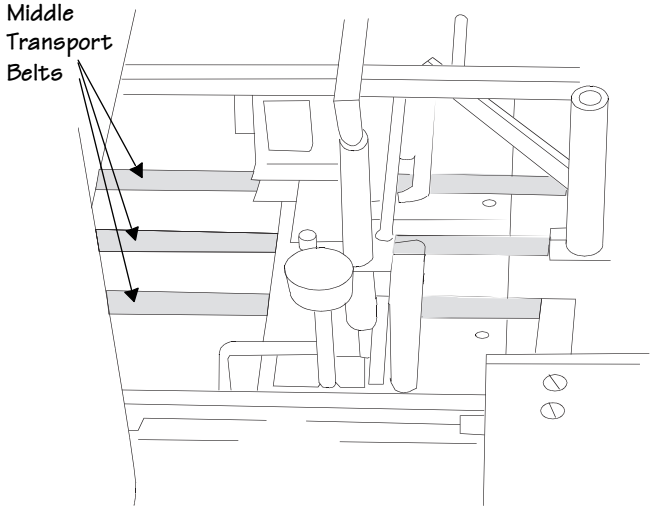


2 Clean them with a soft, water-dampened, lint-free cloth.

3 **Open the top cover.**



4 **Locate the middle transport belts.**

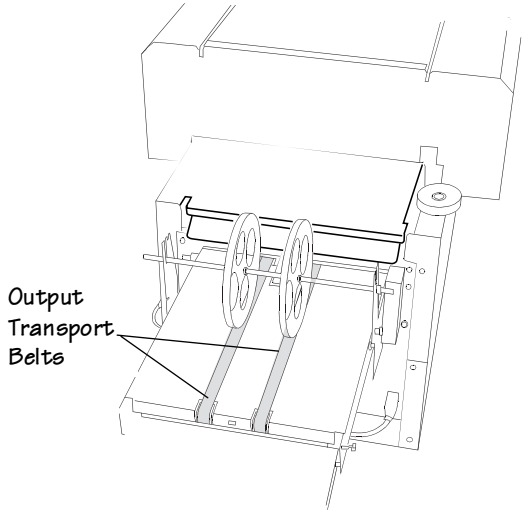


» **Note:** *The belts can be manually rotated to aid cleaning.*

5 **Clean them with a soft, water-dampened, lint-free cloth.**

6 **Close the top cover.**

7 **Locate the output transport belts.**



8 **Remove the conveyor wheel, and clean the output transport belts with a soft, water-dampened, lint-free cloth.**

9 **Replace the conveyor wheels.**

❖

6

Troubleshooting

In This Chapter . . .

- “Troubleshooting the QMS 4060 Print System” on page 6-2
- “Troubleshooting the Folder/Stapler” on page 6-3
- “Troubleshooting the Trimmer” on page 6-14
- “Placing a Service Call” on page 6-16

Introduction

This chapter provides information to aid you in resolving QMS QDOC Bookletmaking System problems. You'll find a table of common status messages, a list of common problems, and action that you should take when a problem occurs. There are step-by-step instructions for removing paper jams from key locations along the paper path. You'll also find information you'll need to have before placing a service call if one becomes necessary.

Troubleshooting the QMS 4060 Print System

Status Messages

Printer control messages help you locate many problems. When the QDOC Bookletmaking System needs operator assistance, the message window displays one of the following messages.

» **Note:** *This table lists QDOC-specific status messages. For a complete list of QMS 4060 status messages, refer to chapter 8, "Troubleshooting," in the QMS 4060 Operation manual.*

This status message...	means...	do this...
`FINISHER DISCONNECTED`	The interface cable between the QMS 4060 Print System and the Folder/ Stapler is disconnected.	Find the cable and reconnect it.
`FINISHER OFFLINE`	The Folder/Stapler is offline.	Press the Online key to put the Folder/ Stapler unit back on line.

This status message...	means...	do this...
FINISHER JAM	A paper jam occurred in either the Folder/Stapler or the Trimmer.	Locate and remove the jam. See “Clearing paper Jams” on page 6-5.
OUT OF STAPLES	The Folder/Stapler has run out of staples.	Refill the Stapler. See the “Operating the Folder/Stapler,” section of chapter 3 for instructions.
SIZE>MAX	If you send a print job of more than 88 pages to the QMS QDOC Bookletmaking System while it’s in booklet mode, the system goes into a “wait state.”	Manually delete the print job from the print queue using the Cancel key on the QMS 4060 control panel to return the system to an active state.

Service Messages

When the QMS QDOC Bookletmaking System requires service, operation stops, and the QMS 4060 Print System message window displays CALL FOR SERVICE followed by the location of the problem and an error number. See *“Placing a Service Call” on page 6-17* for other information that you may need to have available when calling your QMS vendor for service.

Paper Jams

See chapter 6, “Troubleshooting,” of the *QMS 4060 Print System Operations* Manual, for information on removing QMS 4060 Print System paper jams.

» **Note:** *When clearing a paper jam, try to remove all paper without tearing it. If the paper tears, inspect the paper path closely before closing the QDOC Bookletmaking System. Small scrapes of paper left in the paper path may not be sensed by the paper jam indicators. If the printer experiences frequent paper jams, check thoroughly all possible paper jam locations. If paper scraps remain in the system, they may prevent the system from printing, and you may have to call for service. See "Placing a Service Call" on page 6-17 for information on how to place a service call to your QMS vendor.*

Troubleshooting the Folder/ Stapler

Preventing Jams

Many paper and/or stapler problems are caused by use of improper paper or consumables. There are several things you can do to reduce the frequency of stapler jams:

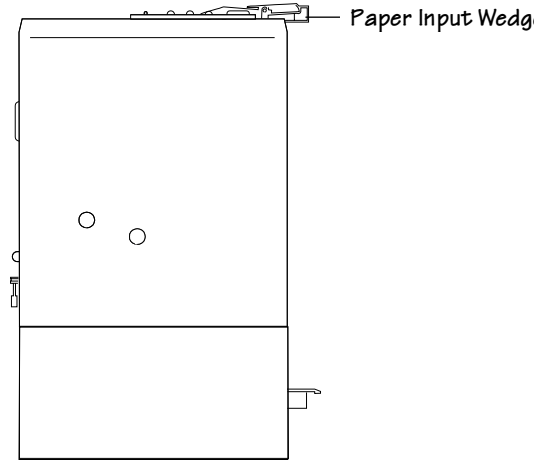
- Use paper and/or staples that match the guidelines set for the QMS QDOC Bookletmaking System. See appendix B, "Technical Specifications," of this manual for these specifications.
- If you have trouble with double feeding, remove the paper from its input source and fan the edges. The sheets may be sticking together.
- Print paper must be stored away from moisture and humidity. The recommended relative humidity is 10 - 90% with no condensation.
- Clean the Folder/Stapler regularly. See the maintenance schedule in chapter 5, "Maintenance."
- When loading new staples, always use a new, unbroken unit of staples.

- If you've done all the above and still have a high number of repeated jams, place a service call to your QMS vendor. See *"Placing a Service Call" on page 6-17* for information on what you need to do to place a service call.

Clearing paper Jams

» **Note:** *When clearing a paper jam, try to remove all paper without tearing it. If the paper tears, inspect the paper patch closely before closing the QDOC Bookletmaking System. Small scraps of paper left in the paper path may not be sensed by the paper jam indicators. If the printer experiences frequent paper jams, check thoroughly all possible paper jam locations. If paper scraps remain in the system, they may prevent the system from printing and you may have to call your QMS vendor for service. See "Placing a Service Call" on page 6-17, for information on how to place a service call to your QMS vendor.*

If a paper jam occurs, the paper input wedge will go down, allowing the remaining sheets of the current booklet to pass through the top cover.



The remainder of the booklet already taken in by the Folder/Stapler must be removed. Use the following procedure to clear the paper jam.

1 **Take the Folder/Stapler off line.**

» **Note:** *The Folder/Stapler may have switched to off line mode automatically when it detected a paper jam.*

2 **Press the Test key.**

This causes the remainder of the booklet to be folded and stapled.

3 **Wait until the booklet is processed by the Trimmer (if one is attached).**

4 **Open the Trimmer cover and remove the booklet.**

» **Note:** *Even though the booklet is folded and stapled, it won't be correctly positioned on the rollers.*

5 **Press the Reset key.**

This places the Folder/Stapler on line again.

Clearing Stapler Jams

Use the following actions to remove jammed or damaged staples.

💣 **WARNING!** *To prevent personal injury, always turn off and unplug the Folder/Stapler before removing a stapler head.*

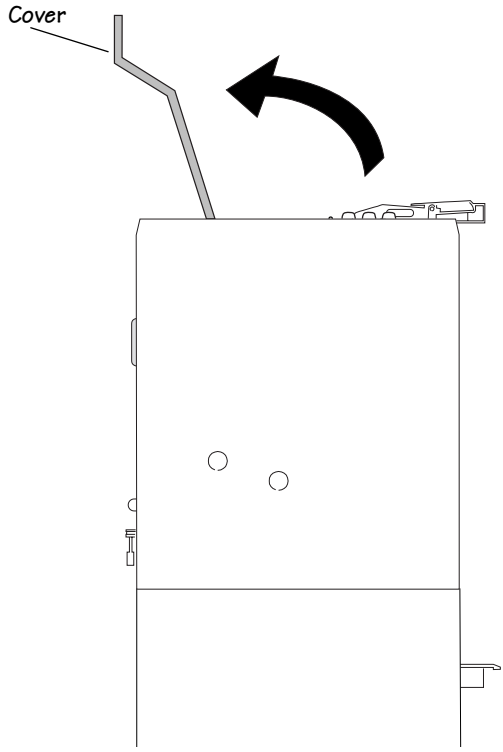
ACHTUNG! *Um Verletzungen zu vermeiden, schalten Sie die Falz-/Hefteinheit immer aus und ziehen Sie den Netzstecker, bevor Sie den Heftklammernkopf entfernen.*

▲ **Caution:** *Staple remnants in the guide channel can damage the stapler head guide. Make sure that you clear the stapler guide channel thoroughly whenever a jam occurs. Apply a very thin coat of machine oil to the stapler head blade after approximately every 5000 booklets.*

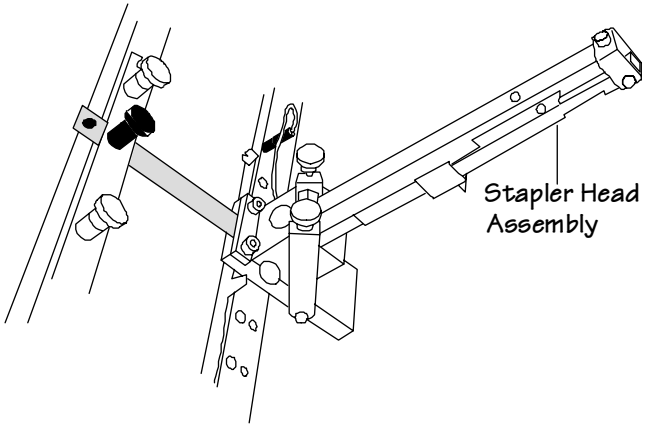
» **Note:** *See the "Using the Stapler Head Screwdriver" section of chapter 4, "Working with Booklets," for information on how to locate the stapler head screwdriver.*

1 **Turn off the power to the Folder/Stapler.**

2 **Open the cover.**

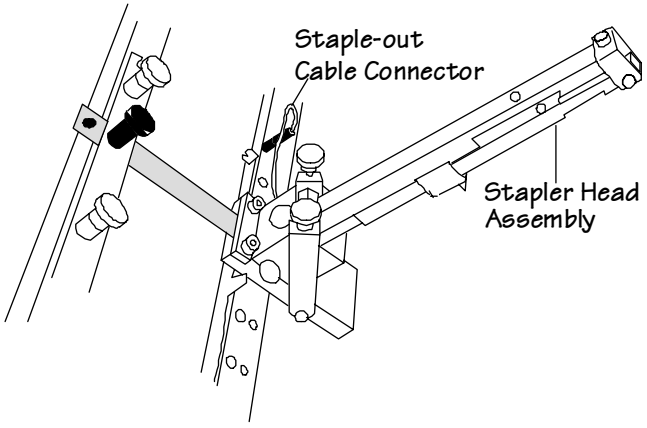


3 Locate the stapler heads.



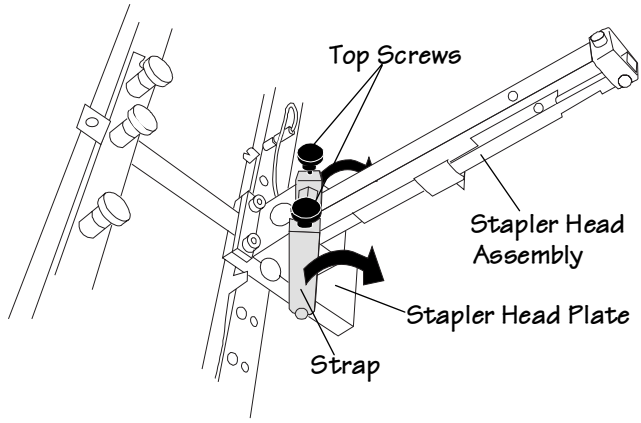
4 Remove the staples.

5 Disconnect the staple-out connector.

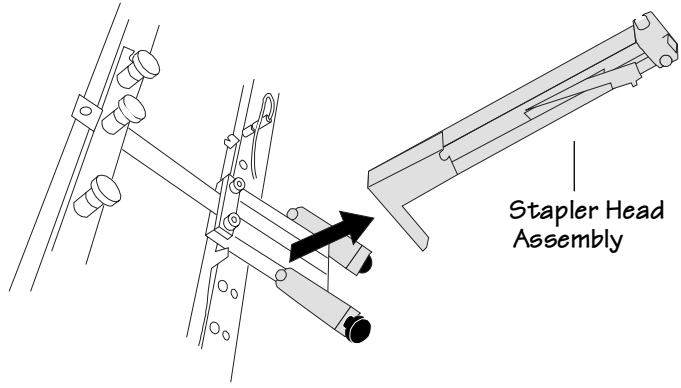


The cable is attached to the frame, and its purpose is to detect a staple-out condition.

6 Release both top screws and swing the straps down.

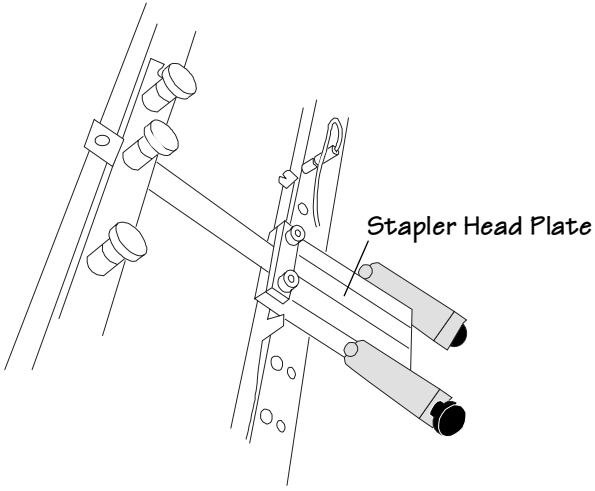


7 Carefully remove the stapler head assembly by lifting it up and out.

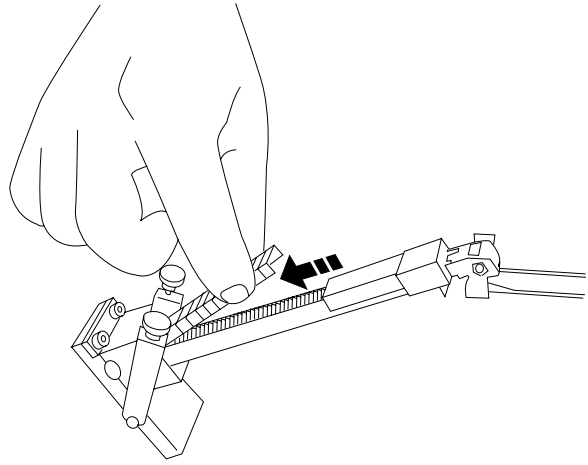


8 Clear the stapler slide and front plate of any jammed staples.

9 Examine the stapler head plate and remove any staples or staple particles.



10 Assemble the stapler in reverse order and insert a new unit of staples.



» **Note:** *QMS recommends that when removing the stapler head, you insert a new (unbroken) unit of 210 staples into each stapler head. This prevents possible stapler jams and other out-of-staple conditions. Be careful that the unit of staples is placed in the stapler head correctly so that the staple unit can be shifted up or down without obstruction after the new staples are added.*

11 Close the top cover and turn the power on.

▲ **Caution:** *Make sure that the staple-out cable is not in the stapler heads staple path.*

Stapler Won't Staple

1 Check to see if there are staples in the stapler.

If there are no staples in the stapler

See the "Loading Staples" section of chapter 3, "Operation," for details on how to insert new staples.

If there are staples in the stapler

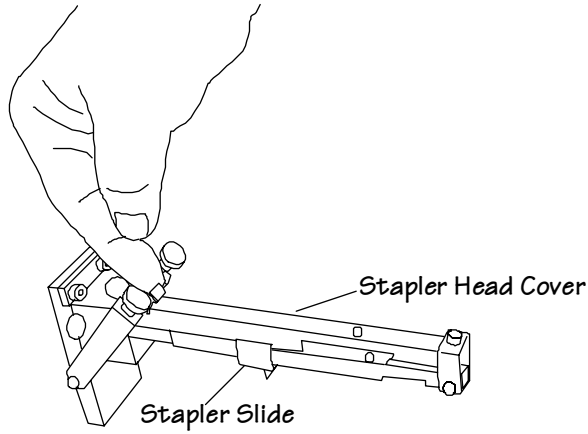
a Check for a stapler jam.

If there is a stapler jam, see "Clearing Stapler Jams" on page 6-6.

If there is no stapler jam, then continue with step b below.

b Check for a bent stapler slide.

Locate the staple slide and see if it is bent forward due to accidentally being allowed to spring forward.



Troubleshooting the Trimmer

Preventing Jams

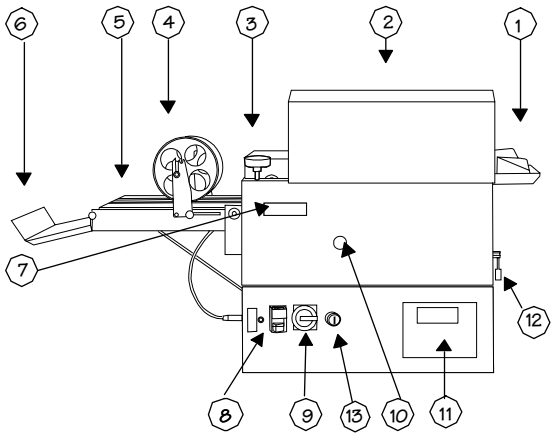
Many paper problems are caused by use of improper paper. There are several things you can do to reduce the frequency of jams:

- Use paper that matches the guidelines set for the QMS QDOC Bookletmaking System. See appendix B, “Technical Specifications,” for these specifications.
- Clean the Trimmer regularly. See the maintenance schedule in chapter 5, “Maintenance.”
- If you’ve done all the above and still have a high number of repeated jams, place a service call to your QMS vendor. See “Placing a Service Call” on page 6-17 for information on how to contact your QMS vendor.

Clearing Paper Jams

» **Note:** *When clearing a paper jam, try and remove all paper, without tearing it. If the paper tears, inspect the paper path closely before closing the QDOC Bookletmaking System. Small scrapes of paper left in the paper path may not be sensed by the paper jam indicators. If the printer experiences frequent paper jams, check thoroughly all possible paper jam locations. If paper scraps remain in the system, they may prevent the system from printing and you may have to call for service. See "Placing a Service Call" on page 6-17, for information on how to place a service call to your QMS vendor.*

Paper jams can occur in the booklet input area and/or in the area where a booklet enters the conveyor.



1 Booklet input
2 Top cover
3 Service wheel
4 Conveyor wheel
5 Conveyor
6 Booklet collector
7 Control panel
8 Service switches
9Main power switch
10 Service adjustment
11 Waste tray
12 Handle (to Folder/ Stapler)
13 Reset Button

Use the following procedure to clear a Trimmer paper jam:

1 Place the Trimmer off line.

» **Note:** *The Trimmer may have switched to off line mode automatically when it detected a paper jam.*

2 Open the top cover.

3 **Locate the paper input area where the booklet is jammed.**

4 **Carefully remove the booklet.**

5 **Close the top cover.**

6 **Press the Reset key.**

This places the Trimmer on line again.

Troubleshooting General Booklet Problems

Header and Trailer Pages are Bound Inside Booklets

Header and trailer pages are always sent to the default output bin (in this case Booklet Maker). These pages will not be bound into your booklets, make sure that the Header Page option is **not** selected on the Options tab (Windows 95 driver) or in the Document Options/Print Jobs Options branch (Windows NT 4.0 driver).

Pages from Other Jobs are Bound Inside Booklets

When a QDOC print job is cancelled, some already pointed pages may remain in the Folder/Stapler and be bound into the following print job. Use the following instructions to cancel a print job.

1 **Cancel the print job through the application or by pressing the Cancel button on the QMS 4060 control panel.**

2 **When the job stops printing, press the Online key on the Folder/Stapler control panel to take the Folder/Stapler off line.**

3 **Press the Test key on the Folder/Stapler control panel to eject the printed pages.**

4 **Press the Online key again to put the Folder/Stapler back on line.**

Booklet Prints on Wrong Size Paper

While any paper size can be selected in the printer driver and sent to the Folder/Stapler and Trimmer, booklet printing supports only 8 1/2" x 11" and 11" x 17" paper. Make sure you select the correct size paper in the printer driver.

Placing a Service Call

If you have a problem with your QDOC Bookletmaking System that you cannot resolve, contact your QMS vendor. Your QMS vendor is best equipped to immediately handle any problem you may encounter.

If you have technical questions your vendor is unable to answer, you can call or fax questions to QMS Customer Response Center. (See appendix A, “QMS Customer Support” for information on contacting QMS Customer Response Center.)

If you’ve determined your QMS QDOC Bookletmaking System needs to be examined by a QMS service technician, contact your QMS vendor for work inside the US, or one of the QMS international offices for work outside of the US. (National and international contacts are listed in appendix A, “QMS Customer Support.”) Before calling, be sure you have printed a status page, if you can print, and have it handy to help our technicians serve you more quickly.

» **Note:** *If you call for assistance, have the following information ready so our technicians can help you more quickly:*

- ☑ Your phone number, fax number, and shipping address
- ☑ A description of the problem
- ☑ The printer model
- ☑ The type of host computer you’re using
- ☑ The type and version of operating system you’re using
- ☑ The interface you’re using, and, if serial, the protocol (for example, XON/XOFF)
- ☑ The application and version you’re using
- ☑ The emulation you’re using
- ☑ Your printer firmware version (listed on the status/start-up pages)

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7

Options

In This Chapter . . .

- “Introduction” on page 7-2
- “Stapler Head” on page 7-2

Introduction

This chapter explains how to install additional stapler heads.

Stapler Head

The QMS QDOC Bookletmaking System standard feature includes two stapler heads. Two additional stapler heads are available.

» **Note:** *The QMS QDOC Bookletmaking System unit requires either 2 or 4 stapler heads.*

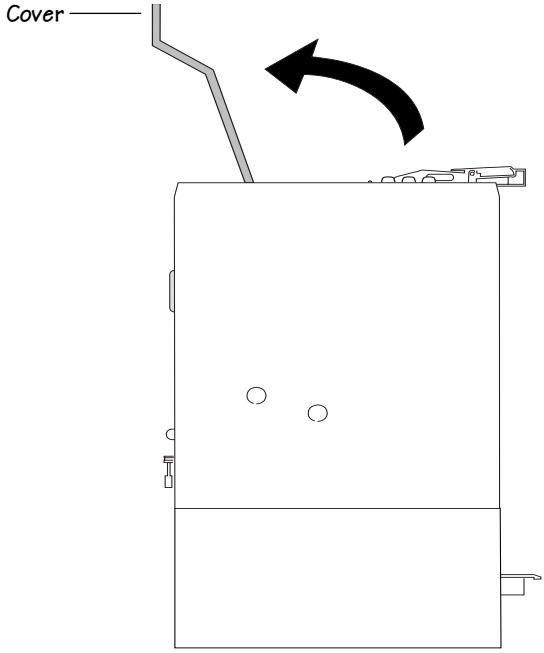
Installing a Stapler Head

Use the following procedure to install additional stapler heads:

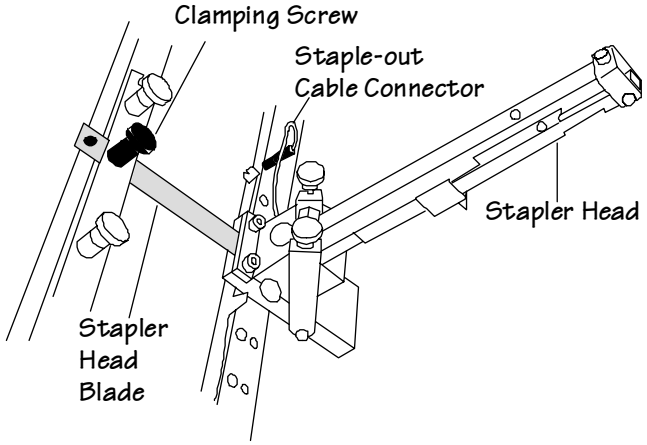
1 **Press the Online key on the Folder/Stapler control panel to place the Folder/Stapler off line.**

2 **Press the power switch to the O position to turn off the Folder/Stapler then unplug the power cord.**

3 Open the cover.



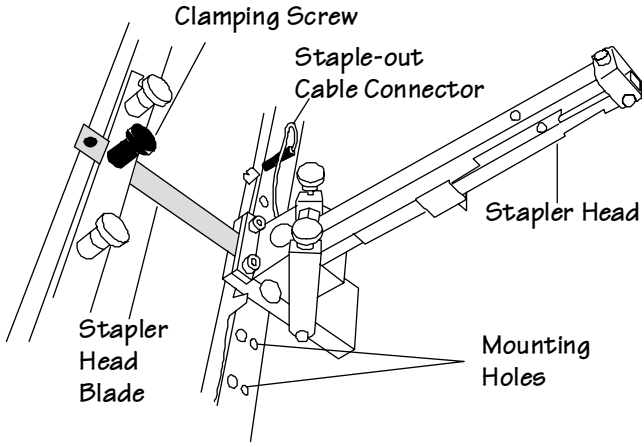
4 Locate the existing stapler head and stapler head blades.



5 Remove the stapler head screwdriver from its storage location.

» **Note:** *See the "Using the Stapler Head Screwdriver" section of chapter 4, "Working with Booklets," for information on how to locate the stapler head screwdriver.*

6 **Install the additional stapler heads and stapler head blades into the mounting holes located alongside the existing stapler heads and blades on the Folder/Stapler frame.**



7 **Insert the screws and tighten to hold the stapler heads firmly in place.**

8 **Tighten the stapler head blade clamping screw.**

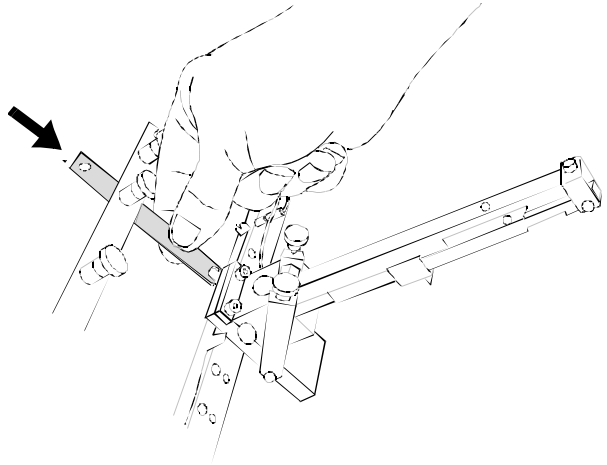
9 **Attach the staple-out connector to the nearest position on the frame.**

▲ **Caution:** *Make sure that the cable is not in the stapler heads staple path.*

10 **Load a new unit of staples in the newly installed stapler heads.**

See “Loading Staples” on page 3-3 for details on how to load staples.

11 **With the engraved area of the blade facing you, carefully insert the blade into the stapler head until you hear it click.**



12 **Tighten the stapler head blade clamping screw.**

» **Note:** *You should still be able to slightly more the blade.*

13 **Place the stapler head screwdriver back in its storage location.**

14 **Plug in the power cord and turn the Folder/Stapler on by pressing the Online key.**

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A

QMS Customer Support

In This Appendix. . .

- "Sources of Support" on page A-2
- "QMS World-wide Offices" on page A-5

Sources of Support

Several sources of help and information are available, depending on the type of help you need:

Your QMS Vendor

Your local vendor (the one from whom you bought the bookletmaking system) may be best equipped to help you. Your vendor has specially trained service technicians available to answer questions, and the equipment to analyze your bookletmaking system problems.

Your Application Vendor

Often, “printing” problems have more to do with the application being used than with the printer. In this case, the application manufacturer is the best source of help.

Q-FAX

Q-FAX, a QMS information retrieval service, provides application notes, technical support notes on common printing problems, and information about printer specifications, options, accessories, consumables, and prices.

In the United States and Canada, call (800) 633-7213 to reach Q-FAX. In all other countries, call (334) 633-3850. Have your fax number handy when you call (or place the call from your fax machine's handset).

You can choose to have either a directory (a list of currently available documents) or a specific document sent to you. The first time you call, request the directory (press 2 on your phone or fax keypad when prompted). Then call back to request specific documents. You can order up to three documents per call.

» **Note:** *FAQ numbers may be subject to change, so you may want to obtain a directory of Q-FAX documents before requesting a specific document.*

The QMS Corporate Bulletin Board System

The QMS Corporate Bulletin Board System (BBS) contains technical support notes, application notes, drivers, patches, and utilities. You may leave technical questions not requiring an immediate response on electronic mail for the Sysop (System Operator).

The bulletin board [(334) 633-3632] operates at 1200, 2400, 9600, and 14400 baud, 8 data bits, no parity, 1 stop bit, with XMODEM, YMODEM, and ZMODEM capabilities. Contact the QMS Customer Response Center (CRC) for more information about the bulletin board.

CompuServe

Through CompuServe, you ask general (non-technical) questions, share information with other users, and access printing information and programs. When you use CompuServe, type `go qmsprint↵` to go directly to the forum where QMS is located. The QMS library section contains application notes, printer drivers, utilities, technical information, and announcement files.

Internet

The QMS server provides access to technical reports, new product announcements, a trade show schedule, and other general information about QMS.

If you have access to the World Wide Web, you can view the QMS home page at http://www.qms.com/. The QMS ftp resource is ftp.qms.com.

QMS Customer Response Center (CRC)

You can contact the QMS Customer Response Center (CRC) in three different ways:

- **Telephone**—You can call the CRC at (334) 633-4500 (US) Monday–Friday, 7:00 am–6:00 pm, Central Time.

» **Note:** *If you call for assistance, have the following information ready so our technicians can help you more quickly:*

  - ☑ Your phone number, fax number, and shipping address
  - ☑ A description of the problem
  - ☑ The printer model
  - ☑ The type of host computer you're using
  - ☑ The type and version of operating system you're using
  - ☑ The interface you're using, and, if serial, the protocol (for example, XON/XOFF)
  - ☑ The application and version you're using
  - ☑ The emulation you're using
  - ☑ Your printer firmware version (listed on the status/start-up pages)

- **Fax**—You can fax questions to the CRC at (334) 633-3716 (US). Provide the same information as listed above, and indicate whether you would like a faxed or a phoned reply.
- **Internet**—If you have access to the World Wide Web, you can access the CRC through the QMS home page at http://www.qms.com/

QMS World-wide Offices

QMS United States and Latin America

General Contact
1 (334) 633-4300
Fax 1 (334) 633-4866
Email info@qms.com
Internet http://www.qms.com

Customer Response Center (CRC)
Technical Assistance
1 (334) 633-4500 7:00 am–6:00 pm Central Time
Fax 1 (334) 633-3716
Internet http://www.qms.com
Bulletin Board Service
1 (334) 633-3632

Latin America Fax
1 (334) 639-3347

National Service
Service Information, Installation, and Maintenance Pricing
1 (800) 762-8894
On-Site Service and Depot Repair Information
1 (800) 858-1597 7:00 am–7:00 pm Central Time
Spare Parts Ordering and Information
1 (334) 633-4300 x2530 8:00 am–5:00 pm Central Time

QMS Canada

General Contact
1 (514) 333-5940
Fax 1 (514) 333-5949
Supplies and Accessories 1 (800) 268-0343 x223

National Service
On-Site Service and Depot Repair Information
1 (800) 268-4969 8:30 am–7:00 pm Eastern Time
Spare Parts Ordering and Information
1 (905) 206-9234 x238 8:30 am–5:00 pm Eastern Time

Bulletin Board Service
1 (905) 206-0084

QMS in Japan

General Contact
(+81)- 3 3779-9600
Fax (+81)-3 3779-9650
Internet http://www.qmsj.co.jp

QMS in Latin America

General Contact
Cra 43 DD#8-42
Officina 201
Medellin, Colombia
(+57) (4) 312 13 70
Fax (+57) (4) 268 92 97

QMS EMEA

QMS Australia	Anitech Sydney Business & Tech. Centre 52/2 Railway Parade 2141 Lidcombe NSW Australia (+61) 2–9901 3235 Fax (+61) 2–9901 3273
QMS Benelux **Belgium, Netherlands, and all unlisted countries**	Planetenbaan 60 ‘Corner Plaza’ 3606 AK Maarssen The Netherlands (+31) 346–551333 Fax (+31) 346–550170 Internet http://www.qms.nl
QMS France	Vélizy Plus 1 Bis, Rue du Petit Clamart 78142 Vélizy Cedex France (+33) 1–410 79 393 Fax (+33) 1–408 30 110
QMS GmbH **Germany and Austria**	Gustav Heinemann Ring 212 D-81739 Munich Germany (+49) 89 63 02 67 0 Fax (+49) 89 63 02 67 67

QMS Italy	Via della Repubblica 56 43100 Parma Italy (+39) 52–1231 998 Fax (+39) 52–1232 902
QMS Nordic **Sweden, Finland, Norway, and Denmark**	Arenavägen 41, 6th floor 121 77 Johanneshov Sweden (+46) 8–600 01 30 Fax (+46) 8–600 01 33
QMS South Africa	Saskay House Unit 24 Sunninghill Business Park Peltier Road, Sunninghill, Johannesburg Republic of South Africa (+27) 11–807 6957 Fax (+27) 11–807 6960
QMS UK **United Kingdom and Ireland**	Old Bridge House, The Hythe Staines, Middlesex TW18 3JF United Kingdom (+44) 1784–442255 Fax (+44) 1784–461641

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B

Technical Specifications

In This Appendix. . .

- "QMS 4060 Print System Specifications" on page B-2
- "Folder/Stapler Specifications" on page B-3
- "Trimmer Specifications" on page B-11

QMS 4060 Print System Specifications

Print Engine

See appendix B, “Technical Specifications,” of the *QMS 4060 Print System Reference* for more complete QMS 4060 Print System specifications.

Engine	Fujitsu Super Gamma 40
Duty Cycle	Maximum - 300,000 images per month
Printing Technology	Laser diode, electro-photographic
Print Speed	**Normal Output** Maximum 40 ipm simplex/duplex (letter/A4—long-edge feed) Maximum 30 ipm simplex/duplex (letter/A4—short-edge feed) Maximum 21 ipm simplex 15 ppm duplex 11'' x 17" **Booklet Output (short-edge feed)** Depends on the number of booklet sheets
Resolution	300x300 dpi 600x600 dpi
Toner	Dry microfine toner in user-replaceable bottles
Warm-Up Time	Less than 150 seconds

Folder/Stapler Specifications

Folding and Stapling

Process Speed	Maximum process speed of 30 sheets per minute at continuous operation
Folding Method	Folding knife and 2 rollers
Stapling Method	Clenching system for flat staples
Stapler Heads	2 stapler heads are standard on the system. (4 stapler heads maximum)
Stapler Head Positions	6 user-selectable positions (depending on booklet size)
Stapler Head Capacity	Units of 210 staples each
Error Control	Stapler guide channel, stapler jams, and transport control

Controller

Processor	Mitsubishi FX0N + FX0N 232DP programmable controller. Power supply: 24 VDS, 14 inputs 24 VDC, 10 transistor outputs
Interface	Serial Interface is connected to the modem interface of QMS 4060 Print System for internal communication

Media

Media Input Sizes	8.5" x 11" and 11" x 17" sheets
Booklet Output Formats	5.5" x 8.5" and 8.5" x 11" booklets
Booklet Sheets	Maximum 20 sheets of 8.5'' x 11'' or 11" x 17" 55 lb (75 g/m^2) paper. The maximum thickness of each sheet should not exceed 2 mm (.79").
Paper Weights	**Note:** *For a complete listing on paper weights and media thickness, refer to the "Paper Weight Conversion Chart" on page B-5 and the "Average Caliper Bulking Chart" on page B-7.*
Media Thickness	**Note:** *For a complete listing on paper weights and media thickness, refer to the "Paper Weight Conversion Chart" on page B-5 and the "Average Caliper Bulking Chart" on page B-7.*

Paper Weight Conversion Chart

Book (Offset) (25x38)		Bond (17x22)		Index (Card Stock) (25.5x30.5)		Cover (20x25)		Bristol (22.5x29.5)	
lb	g/m^2	lb	g/m^2	lb	g/m^2	lb	g/m^2	lb	g/m^2
30	44	12	45	25	45	16	43	20	44
40	59	16	60	33	60	22	59	27	59
45	67	18	68	37	67	25	68	30	66
50	74	20	75	41	74	27	73	34	75
55	81	22	83	45	81	30	81	37	81
60	89	24	90	49	89	33	89	41	90
65	96	26	98	53	96	36	97	44	96
70	104	28	105	57	103	38	103	47	103
75	111	30	113	61	110	41	111	51	112
80	118	32	120	65	118	44	119	54	118
90	133	36	135	74	134	49	132	61	134
100	148	39	147	82	148	55	149	68	149
120	178	47	177	98	177	66	178	81	178
33	49	13	49	27	49	18	49	22	48
41	61	16	60	33	60	22	59	27	59
51	75	20	75	42	76	28	76	34	75
61	90	24	90	50	90	33	89	41	90
71	105	28	105	58	105	39	105	48	105
81	120	32	120	67	121	45	122	55	121
91	135	36	135	75	136	50	135	62	136
102	151	40	150	83	150	56	151	69	151
110	163	43	162	90	163	60	162	74	162
134	198	53	199	128	199	74	200	91	200
171	253	67	252	148	253	94	254	115	252
208	308	82	308	170	307	114	308	140	307
91	135	36	135	75	136	50	135	62	136
100	148	40	150	82	148	55	149	68	149
110	163	43	162	90	163	60	162	74	162
119	176	47	177	97	175	65	176	80	175
146	216	58	218	120	217	80	216	99	217
164	243	65	244	135	244	90	243	111	243
183	271	72	271	150	271	100	270	123	270
238	352	94	353	194	351	130	352	160	351
84	124	33	124	69	125	46	124	57	125
99	146	39	147	81	146	54	146	67	147
114	169	45	169	93	168	62	168	77	169
119	176	47	177	97	175	65	176	80	175
148	219	58	218	121	219	81	219	108	219
178	263	70	263	146	264	97	262	128	263

Media Thickness

The following chart provides average thickness of media you may be using with the QDOC Bookletmaking System.

» **Note:** *These figures are average. Variations will be found if paper is run on light or heavy side of basic substance weight, depending on various mill runs. The thicker the caliper, the wider the variation.*

Average Caliper Bulking Chart

Paper Type	Basis	Thickness in Inches
Bond, Cotton Fiber	13	.0025
(Flat Finish)	16	.003
17 x 22	20	.0035
	24	.004
(Cockle Finish)		
	13	.003
	16	.0035
	20	.004
	24	.00475
Bond, Sulphite	13	.003
17 x 22	15	.0035
	20	.004
	24	.0045
Ledger	24	.004
17 x 22	28	.005
	32	.0055
	36	.006
Coated Book	60	.003
(Gloss)	70	.0035
25 x 38	80	.004
	100	.005
	120	.006
Coated Book	70	.004
(Dull)	80	.0045
	50	.00375
Offset	80	.0045
(Regular Finish)	70	.005
25 x 38	80	.0055
	100	.007
	120	.008
	150	.010
Cover	60	.0055
(Coated)	80	.008
20 x 26	100	.010

Paper Type	Basis	Thickness in Inches
Cover (Antique) 20 x 26	50 65 80 D.T.	.0065 .0095 .0115 .019
Index Bristol (Sulphite) 25 1/2 x 30 1/2	90 110 140	.007 .0085 .011
Printing Bristol (Antique) 22 1/2 x 28 1/2 (Plate)	100 120 100 120	.011 .014 .009 .011
Tag 24 x 36	100 125 150 175 200	.007 .009 .011 .013 .015
Board 22 x 28	3 45 6 8 10	.015 .018 .024 .030 .036

Physical Characteristics

See Chapter 2, “Using the QDOC System,” of this manual for information on the physical characteristics, and space requirements of the QMS QDOC Bookletmaking System.

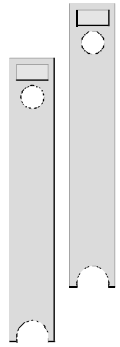
Electrical Requirements

Power Requirements	Voltage	110 VAC
	Frequency	60 Hz ±3Hz
Power Consumption	300 VA maximum	

Environmental Requirements

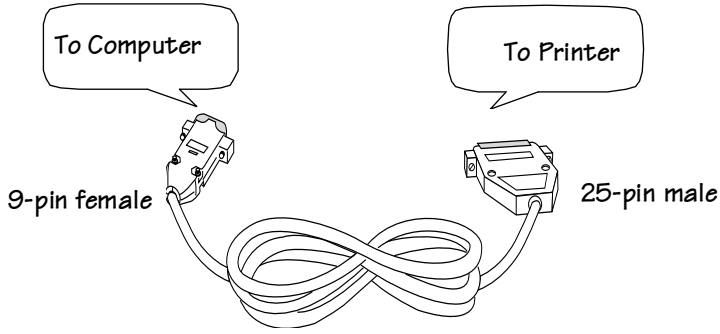
Temperature Requirements	Operating	10 - 30°
	Non-operating	20 - 40°
Relative Humidity	Operating	20% -80% no condensation
	Non-operating	15% -95% no condensation
Noise Level	Operating	70 dBA
	Idle	45 dBA

Consumable Supplies

Regular Staples		Box of approximately 5,000 regular staples in units of 210.
Stapler Head Blades		Set of 2 stapler head blades.

Cable

The QMS QDOC Bookletmaking System uses a 25-pin male to a 9-pin female null modem cable. It comes standard with the system.



Trimmer Specifications

Trimming Engine

Trimming Method	Booklet face trimming with cutting and pressing station.
Trimming Capacity	Minimum 2 sheets of 80 g/m^2 (55 lb) Maximum 40 sheets of 80 g/m^2 (55 lb)
Error Control	Transport control

Controller

Interfaces	Relay contact 24 VDC, 9-pin male-to-male cable attached to the Folder/Stapler controller.

Media

Booklet Formats	5.5" x 11" and 8.5" x 11" booklets
Booklet Sheets	Maximum 20 sheets of 8.5" x 11" or 11" x 17," 75g/m^2 (55 Lb) paper. The maximum thickness each sheet should not exceed 2 mm.
Paper Weights	Up to 135 g/m^2 (90 Lb).
Media	**Note:** *For a complete listing on paper weights and media thickness, refer to the "Paper Weight Conversion Chart" on page B-5 and the "Average Caliper Bulking Chart" on page B-7.*

Physical

See Chapter 2, "Using the QDOC System," of this manual for information on the physical characteristics, and space requirements of the QMS QDOC Bookletmaking System.

Electrical

Power Requirements	Voltage	110 VAC
	Frequency	60 Hz +/- 3Hz
Power Consumption	300 VA maximum	

Environmental

Temperature Requirements	Operating	10 - 30°
	Non-operating	20 - 40°
Relative Humidity	Operating	20% -80% no condensation
	Non-operating	15% -95% no condensation
Noise Level	Operating	70 dBA
	Idle	45 dBA

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